

Title : EAC Alumni Library Circulation and Fine Policy
 Number :
 Approved :
 Reference :

6300.02
 06/11/18

The Eastern Arizona College Alumni Library seeks to serve the needs of the faculty, students and staff of the college and the needs of the adult community within Graham County in the general fields of educational, cultural, and quality recreational material. Furthermore, the library strives to maintain accurate material and patron records and to circulate items for maximum benefit to our patrons. To that end, Alumni Library has developed the following Circulation and Fine Policy.

Basic Information: Alumni Library does not share patron information with anyone. This includes information on items currently checked out on a patron’s account and a patron’s personal information such as phone number, address or email. The Library does not allow an individual to checkout items on behalf of another person unless the “library card holder” has given permission for a “Borrowing Relationship” to be added to their library account.

Types of Patrons: Eastern Arizona College’s Alumni Library is used by a variety of patrons including EAC students, staff and faculty, community members and visitors. The following chart outlines the borrowing privileges of each patron type:

Patron Type	# of items at one time	Overdue Fine Information	Library Card Information
Child	5	Fines accrue daily.	Library cards expire every four months.
EAC Student	15	Fines accrue hourly or daily based on item type.	Library cards expire at the end of each semester.
EAC Full-time Faculty Member	25	No Fines for items until one week overdue.	Library cards expire at the end of each fiscal year.
EAC Full-time Staff Member	15	No Fines for items until one week overdue.	Library cards expire at the end of each fiscal year.
EAC Library Staff	15	No Fines for items until one week overdue.	Library cards expire at the end of each fiscal year.
EAC Emeritus	15	No Fines for items until one week overdue.	Library cards expire at the end of each fiscal year.
NAU/ASU Student	15	Fines accrue daily.	Library cards expire at the end of each semester.
High School Student	15	Fines accrue daily.	Library cards expire every six months.
GCC Student	15	Fines accrue daily.	Library cards expire at the end of each semester.
Community Patron	15	Fines accrue daily.	Library cards expire every six months.
EAC Part-time Faculty	15	Fines accrue daily.	Library cards expire at the end of each fiscal year.
EAC Part-time Staff	15	Fines accrue daily.	Library cards expire at the end of each fiscal year.

Types of Library Items: Eastern Arizona College’s Alumni Library provides a variety of resources for use by patrons. The following information outlines the circulation rules for library items.



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Item Type	Check Out Period (calendar days)	# of Renewals Allowed	Fine
Adjunct Faculty Office	1 hour	Unlimited	N/A
Arizona Collection	14 days	2	\$.05 per day, per item
CDs	14 days	2	\$.50 per day, per item
Classic Fiction	14 days	2	\$.05 per day, per item
Computers	1 day	0	N/A
DVDs	7 days	0	\$.50 per day, per item
Fiction	14 days	2	\$.05 per day, per item
Hi-Lo	14 days	2	\$.05 per day, per item
Non-Fiction	14 days	2	\$.05 per day, per item
P-3	14 days	2	\$.05 per day, per item
Reference	Non-Circulating	N/A	N/A
Reserve (1 Hour)	1 hour	Up to 2	\$.50 per hour, per item
Reserve (2 Hours)	2 hours	Up to 2	\$.50 per hour, per item
Reserve (1 Day)	1 day	Up to 2	\$.50 per day, per item

Library Holds: Alumni Library offers patrons the convenience of placing a hold on a library item. A ‘hold’ means that the item will be pulled from the stacks and reserved for you behind the Circulation desk. If an item is currently checked out and a hold is placed on the item, the current borrower will not be allowed to renew the item and once the item is checked in, staff will be notified that a patron has placed a ‘hold’ on the item. An email notice is generated alerting the patron that a hold is available in the library. Additionally, library staff will call the patron to let them know an item is available for pick-up. The library will keep items on hold up to 3 days before returning the item to the main collection or fulfilling a hold for the next patron on the list.

To place a hold, patrons will need to access their library account by entering their login credentials on the library catalog’s main page at eac.kohalibrary.com or by clicking on My Account on the library’s home page. If patrons do not know their login credentials, they can contact the library for their UserID and to have their password reset. Patrons may also cancel a hold within their library account if they no longer wish to check out an item.

If a hold is placed on an item and library staff have not yet had the opportunity to pull the item from the collection and another patron attempts to check out the item, the circulation system will not allow the item to be checked out to the second patron until the hold for the original patron has been fulfilled. Library staff will place a hold on the item for the second patron and notify them when the item is available for checkout.

Library Notices: Alumni Library will make every attempt to communicate with patrons via email. Therefore, patrons with an active email address on file will receive the following notices by email:



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- Pre-due Notice: 3 days prior to a library item’s due date, patrons will receive a notice reminding them of the upcoming due date and encouraging patrons to return or renew their items. Patrons can edit this option in their account settings.
- Due Notice: On the due date, a notice is generated reminding patrons that they have library items due that day and the items should be returned or renewed to avoid late fees.
- One Week Overdue Notice: One week after an item has become overdue, a notice is generated reminding patrons that they have library items on their account, which are overdue. Patrons are encouraged to return or renew their items to avoid additional overdue fees.
- Two Weeks Overdue Notice: Two weeks after an item has become overdue, a notice is generated reminding patrons that they have library items on their account, which are overdue. Patrons are encouraged to return or renew their items to avoid additional overdue fees.
- Three Weeks Overdue Notice: Three weeks after an item has become overdue, a notice is generated reminding patrons that they have library items on their account, which are overdue. Patrons are encouraged to return or renew their items to avoid additional overdue fees.
- 31 Day Lost Notice: Once an item is 31 days overdue, the patron is charged the full replacement cost of the item, plus a \$10 processing fee. A notice is generated detailing the amount owed to the library.
- Hold Available Notice: Once an item that a patron has placed a ‘hold’ on it arrives in the library and is available for pick-up, a notice is generated. Holds will be held for a patron up to 3 days.

Lost Items: Once an item is more than 31 days overdue or if a patron acknowledges they have lost an item, the patron will be billed the replacement cost of the item and a \$10 processing fee per item. The library will not accept ‘replacement’ copies of items lost by patrons. A ‘replacement’ copy would be an item purchased by the patron from a book vendor such as Amazon in exchange for paying the replacement cost and the \$10 processing fee.

Returning Lost Items: Lost items may be returned to the library at any time; however, after 91 days the library reserves the right to refuse to accept the item. The following fine/fee schedule will be used to determine the amount owed for lost items.

Item(s) returned between 31 and 59 days past due:	Library Item accepted	Replacement cost and \$10 processing fee waived. Overdue fines billed to patron account.
Item(s) returned between 60 and 90 days past due:	Library Item accepted	Replacement cost waived. \$10 processing fee and all overdue charges billed to patron account.
Item(s) returned after 91 days:	Library Item may be accepted if a replacement has not been ordered, the item is in good physical condition, and the library feels the content of the item is still relevant.	½ Replacement cost waived if item accepted by library. \$10 processing fee and all overdue charges billed to patron account.

Damaged Items: Library items returned to the library in a damaged condition will be billed to the patron at the replacement cost and a \$10 processing fee. The library will not accept ‘replacement’ copies of items damaged by patrons. A ‘replacement’ copy would be an item purchased by the patron from a book vendor such as Amazon in exchange for paying the replacement cost and the \$10 processing fee.

Miscellaneous Information:



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- **Blocked Patrons:** Once a patron has fines of \$5.00 or more, the patron will not be allowed to check out library items. Non-EAC students may continue to use the computers in the Media Center until such a time as the fines exceed \$25. EAC students will not be blocked from using Media Center computers due to fines.
- **Library Account Login:** All patrons may access their library account via the library's catalog at eac.kohalibrary.com or by clicking on My Account on the library's home page. Patrons can contact the library if they do not know their login information. Library accounts allow patrons to renew items, place holds on library materials, and view reading history. Patrons may also view fines and see notices.

