

SUBJECT: Access Services – Circulation

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Circulation

RESPONSIBLE PERSONS: Library Staff and Customers

POLICY

1. The HSL circulates its materials to associates of the Mount Carmel Health System, including College of Nursing students and faculty, members of the OhioLINK/OPAL consortia, and community users registered with the Mount Carmel Health Sciences Library (exceptions for College of Nursing distance learning students are outlined in the addendum to Access Services - Circulation Policy).
2. Mount Carmel complies with all the circulation policies and procedures of OhioLINK and OPAL. These policies and procedures are found on the OPALSTAFF web site.

LOAN

The normal checkout period is 21 days. Items may generally be renewed four times.

FINES

1. Overdue fines accumulated by Mount Carmel patrons for HSL materials, with the exception of Leisure DVDs, are waived upon return of the materials.
2. **Fines and fees are collected for all materials borrowed from other libraries in accordance with OPAL and OhioLINK policies and procedures.**
3. Lost and/or damaged materials from the HSL collection will be replaced according to cost of the new material.
4. Charges for lost OPAL/OhioLINK materials will be incurred in accordance with established OhioLINK policies.

SELF CHECK-OUT

Self check-out of Mount Carmel materials is available.

MATERIALS NOT RETURNED

1. When library customers are no longer part of the Mount Carmel Health System, whenever possible, library records will be checked to determine if all library materials have been returned.
2. If materials have not been returned, clearance will not be given and may hold up grades, final paychecks, etc. in an effort to retrieve the materials.

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DEVELOPED BY: Library Staff

DATE: 1998

REVISED BY: Library Staff

7/16/07

REVIEWED BY: Stevo Roksandic, Director

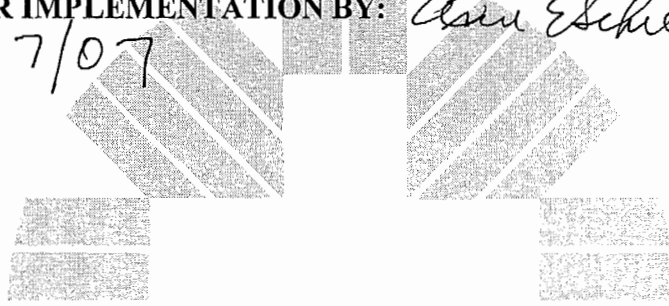
7/16/07

APPROVAL FOR IMPLEMENTATION BY:

Asia Eschele

DATE:

8/7/07



MOUNT CARMEL