

**SUBJECT: Access Services – Leisure Reading Collection Circulation**

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**MANUAL: Health Sciences Library Policy & Procedure**

**POLICY: Leisure Reading Collection Circulation**

**RESPONSIBLE PERSONS: Library Staff and Customers**

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**POLICY**

1. Mount Carmel HSL circulates Leisure Reading Collection materials to associates of the Mount Carmel Health System (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**

1. Customers can reserve and check out a maximum of 5 Leisure Reading collection books and 5 DVD's at one time, for a total of 10 items.
2. Checkout period for books is 21 days. Items may generally be renewed four times.
3. Checkout period for DVD's is 10 days. DVD's cannot be renewed.

**FINES**

1. Accumulated overdue fines for the Leisure Reading collection materials will be charged in accordance with OhioLINK policies: \$0.50 per day.
2. Lost and/or damaged materials from the Leisure Reading collection will be replaced according to cost of the new material.
3. Charges for lost Leisure Reading Collection materials will be incurred in accordance with established OhioLINK policies.
4. MCHSL will accept fine payment in cash or personal checks made payable to 'Mount Carmel Health Sciences Library'.

**SELF CHECK-OUT**

Self check-out of Mount Carmel Leisure Reading Collection materials is available only for books.

**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 Leisure Reading Collection materials have been returned.

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2. If Leisure Reading Collection 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.

**DEVELOPED BY: Library Staff**

**REVISED BY: Library Staff**

**REVIEWED BY: Stevo Roksandic, Director**

**APPROVAL FOR IMPLEMENTATION BY:**

**DATE:** 2/28/08

**DATE: 2008**

2/23/08

2/23/08

*Chris E. Schell*