

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 9120

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PROCEDURE TITLE: Library Borrowing Privileges

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1006.58

BASED ON POLICY: IX-1 College Libraries - Campuses

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: November 8, 2005

LAST REVIEW DATE: November 8, 2005


I. PURPOSE

Campus Libraries provide guidelines for checking out library materials to library users and maintain accurate records of borrowers to ensure the timely return of library materials.

II. PROCEDURE

- A. The libraries require current students, faculty, staff to use their College issued identification card as a borrower card.
- B. Libraries require special borrowers such as alumni, retired faculty and staff, state university students and faculty, and patrons with a SEFLIN library card to present valid identification to library staff.
- C. Student Library Privileges:
 - 1) A student with valid borrower's card may check out library materials based on each Campus Library guidelines.
 - 2) Check out of library materials is governed by established loan periods as determined in the library management policy file.
 - 3) Books may be renewed once if not overdue.
 - 4) Delinquent notices may be sent to students notifying them of overdue materials.
 - 5) Library checkout privileges are suspended if a student has any library materials overdue. A Library Director or designee may override this provision and allow borrowing privileges.
 - 6) A student with library obligations will have a hold placed on their record at the Registrar's Office preventing the student from re-registering, receiving grades or obtaining a transcript.

- D. Faculty and Staff Library Privileges:
- 1) Part-time faculty and staff will be added to the borrower file making them valid borrowers after their supervisor has notified the Campus library director to extend library privileges.
 - 2) No more than fifteen library items may be checked out to faculty or staff at any one time.
 - 3) Check out of library materials is governed by established loan periods as determined in the library management system policy file.
 - 4) A notice will be sent to faculty or staff when material is overdue.
 - 5) Library privileges may be suspended for faculty or staff members who have materials overdue.
- E. Under special circumstances, designated library personnel can override loan limits and overdue delinquent holds and allow patrons to check out library materials.
- F. Special borrowers will have the same borrower privileges afforded to students.

	
	11/8/05
PRESIDENT	DATE