

For info only at this time.

ATTACHMENT 5.

FACULTY LIBRARIES COMMITTEE

Library Policies for Faculty Borrowing: Overdue and Recalled Items

The USCAN/NOTIS acquisitions module, introduced in spring 1992, has provided additional information to readers about the loan-status of specific titles; the effect has been increasing demand for the recall of items overdue or on extended loan, indicating a need for updating of faculty circulation policies. Although many faculty respond promptly to recall or renewal notices, there has been very little other patrons or the Libraries could do, under existing policies, when faculty chose to ignore recall requests. The committee therefore asked the libraries administration to work out policies that, while still respecting the privileged nature of faculty library needs, will strengthen the effectiveness of the recall and renewal system. The resulting policies, as given below, go into effect from fall 1993, and have the endorsement and support of the faculty libraries committee.

1. Overdue Items: Faculty recorded as having items overdue by more than one calendar year will be blocked from new borrowing or renewals until the overdue materials are returned or renewed or the records otherwise clarified. Faculty will receive three notices before circulation privileges are blocked.
2. Recalled Items: When an item on loan to a faculty member is recalled, notice is sent of the recall, and the faculty member has up to 21 days from the date of recall to return the item. Faculty who do not return the recalled item(s) by the date listed on the recall notice will be blocked from new borrowing or renewals until they return the item(s) or the record is otherwise clarified.

From fall 1993, all overdue notices sent to faculty will carry information on these policies.