Keuka College
Lightner Library

Circulation Policy for Students & Staff

Lightner Library’s mission is to promote life-long learning for students, faculty, and staff by providing resources and services to meet their information needs.

NY CLS CPLR § 4509 (2011)

§ 4509. Library records

Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.

Borrower Confidentiality
Lightner Library maintains the confidentiality of our patron’s circulation records pursuant to New York State Civil Procedure Law and Rules Section 4509.

Borrowing Privileges
All Keuka College students and staff with a current Keuka College ID may borrow materials from Lightner Library.

Borrower's Responsibilities
- Borrowers are responsible for all materials checked out on their library card and should never let anyone else borrow the library materials they have checked out. Borrowers should also not allow others to check out library materials on their library card.
- Library patrons are responsible for keeping their registration information accurate, including current email address, home address, and phone number.
- Borrowers are responsible for the on-time return or renewal of library material.
- Borrowers are responsible for the replacement costs for lost items in addition to $25/item processing charge.
Loan Periods

<table>
<thead>
<tr>
<th></th>
<th>Circulating Collection (books, DVDs, CDs, Kits, videos)</th>
<th>Reserve Materials***</th>
<th>Entertainment DVDs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Keuka Staff</td>
<td>35 day loan*</td>
<td>2 hour maximum with the exception that some Reserve materials may circulate for longer periods of time</td>
<td>7 day loan 3 DVD max</td>
</tr>
<tr>
<td></td>
<td>30 book max</td>
<td>1 item, with the exception of books on Reserve for ENG 313 where the maximum is 6 books</td>
<td>Entertainment DVDs may be renewed once for an additional 7 days</td>
</tr>
<tr>
<td></td>
<td>3 DVD max</td>
<td>No renewals</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 CD max</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 Kit max</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3 video max</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Renewals**</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Some items in the circulating collection have specially set loan periods.
**Items may be renewed once for an additional 35 days or whatever loan period is set for the item as long as there is no hold on the item for another patron. Further renewals are at the discretion of library staff.
***Only Keuka College students are permitted to borrow Reserve materials.

Reserve Materials
Instructors may place course materials on reserve for their students to use. Because it is critical that these items be available to all members of the class for the effective completion of assignments, students should be considerate of classmates by returning Reserve material on time. Students who fail to return Reserve materials on time will have their library account blocked so they cannot check out or renew any books until the Reserve item has been returned.

- Only one reserve item may be taken at a time, with the exception of books on reserve for ENG 313 where the max is 6 books.
- Reserve materials circulate for 2 hours, with the exception that some Reserve materials may circulate for longer periods of time.
- Some Reserve materials are designated as “In Library Use Only.”
- Reserve materials may be borrowed overnight 30 minutes before closing but must be returned within an hour of the library’s reopening the next day.

In Library Use Only
The following items do not circulate and can only be used in the library

- Unbound/bound journals, periodicals, and newspapers
- All materials in the Reference Collection
- Other specially-identified items in the collection
- Items from the College Archives

Renewing Library Materials
Borrowers can renew materials for an additional 35 days or whatever loan period is set for the item provided another patron has not placed a hold on the item. Further renewals may be permitted at the discretion of library staff. To renew materials come to or call the circulation desk at (315) 279-5632.
Holds and Recalls
Keuka students and staff may place holds on items that are checked out. To place a hold on an item that is currently in circulation, please come to or call the circulation desk at (315) 279-5632. Please be sure to indicate if there is a date after which you no longer need the requested item. A user will be notified via Keuka email when the item has been returned. A user can pick up material at the circulation desk.

Any library item that has been in circulation for 2 weeks may be recalled for loan to another patron. If another library user requests an item that is in circulation, a recall notice will be sent to the borrower holding the item. **Items recalled for a faculty member or for placement on Reserve must be returned immediately.** In all other cases, the borrower has 3 days following issuance of the recall notice to return the item. The original borrower’s due date may be changed to allow 14 days use from the original check-out date plus 3 days after the recall notice’s issuance. Failure to return an item that has been recalled will result in a user’s account being blocked so he/she cannot check out or renew any books until the recalled item is returned.

Overdue Notices
Overdue notices are issued as a courtesy to all library users. It remains the responsibility of the borrower to return materials on time. **Failure to receive overdue notices is not an excuse for failure to return overdue materials.**

Notices will be sent to borrowers reminding them that they have an overdue item(s) that must be returned. All notices will, whenever possible, be sent to the borrower’s Keuka email address. Notices will go out as follows:

- An “Almost Due” reminder will be sent 3 days prior to the due date
- First overdue notice issued at 7 days overdue
- Second overdue notice issued at 14 days overdue
- Third overdue notice – Warning issued at 21 days overdue: Includes notice that the replacement cost(s) of the overdue item(s) plus a $25/item processing fee will be charged if the item(s) is/are not returned.
- Billing Notice issued at 28 days overdue (final notice): Bill details the missing item(s) and the total owed. Student bills will be forwarded to the Business Office where all charges will be placed on the student’s account. Students who fail to return or replace overdue materials will not receive their diploma and will be unable to request official transcripts until library charges on their account are paid. Keuka College staff who fail to return materials or pay the replacement costs and processing charges for lost materials will be blocked from borrowing library materials until either the material is returned or all charges are paid.

**Replacement Costs:** The amount billed for replacement will include the price of the item plus a $25 processing fee to cover the expenses incurred by the library in trying to recover and replace seriously overdue material. If the replacement cost cannot be established, the borrower will be charged $35/item plus the $25/item processing fee.

Replacement costs will be forgiven upon return of the material. However, the borrower will still be responsible for the $25 per item processing fee once charges are sent to the Business Office. Replacement costs will be refunded if the borrower returns the material within one year.
Interlibrary Loan
Interlibrary loan (ILL) is a service that allows users to borrow materials that Lightner Library does not own. ILLiad allows eligible borrowers to request, track, and manage their interlibrary loans electronically.

Interlibrary Loan Policies:
- The library will not request articles on ILL that are available within the Library’s online databases or print journal collection.
- As a general rule, the library will not request books that we own an ILL. Books needed by another user that are checked out can be recalled.
- The library will not request course textbooks or other course materials unless the book store supply is exhausted. In this situation, the ILL librarian will try to locate a copy to borrow for a short period of time. Interlibrary Loan cannot be used as a substitute for buying textbooks or other required course materials.
- Entire volumes/issues of journals cannot be requested because other lenders will not usually lend these items

Eligible Borrowers:
- Current Keuka students and Keuka staff

Registration: Before users can request an item through Interlibrary Loan, they must first register as a user. They can do this by clicking on the ILL link on the library’s home page. Read the instructions for first time users and then fill out the registration form using your Web browser. Note that users must use their Keuka email address or their registration will be denied. Once their registration is approved, users will be able to request materials on ILL.

Loan Period: Articles requested on ILL are the borrowers to keep. The loan period on other ILL materials varies from lender to lender. Borrowers must return ILLs on time. Failure to do so could result in our library losing its borrowing privileges with these lenders.

Recalls: Lenders may recall their material at any time. The borrower will be notified that he/she must return the material to Lightner Library immediately. The Interlibrary Loan librarian will work with the borrower to request the book from another lender if necessary.

Renewals: Users cannot renew their Interlibrary Loan material at the circulation desk. Users may request a renewal by contacting the Interlibrary Loan staff at ill@keuka.edu or (315) 279-5411. Renewals are granted at the discretion of the lending library. Users should be sure to request a renewal before the due date to avoid overdue fees.

Overdue Fines and Notices: Patrons will be charged $5/book for failing to pick up their ILL. The Interlibrary Loan librarian sends email notices to borrowers reminding them that their material is overdue and must be returned promptly. Materials not returned by the due date are subject to a $3.00 per day fine with a maximum fine of $30 per item. Borrowers who fail to return materials requested on ILL are responsible for the replacement cost and any processing fees charged by the lending library as well as a $25/item Keuka processing fee. Unpaid student ILL charges will be sent to the Business Office and will be added to the student’s account. Students will not receive their diploma and will be unable to request official transcripts until library charges on this account are paid. Unpaid staff ILL charges will be billed to the Keuka staff member who will be blocked from further borrowing until all ILL charges are paid.