

## **CIRCULATION**

### **WHO MAY USE THE ROCKET SUCCESS CENTER AND LIBRARY?**

SAU Tech welcomes everyone who can benefit from utilizing its resources and services.

### **WHO CAN CHECK OUT MATERIALS?**

Books and DVDs, and other materials as specified may be checked out by SAU Tech students, faculty and staff.

### **HOW DO I REGISTER WITH THE RSCL?**

To register with the RSCL for students: bring a current state ID or current driver's license and your class schedule to the Circulation Desk and request a photo identification card. Replacement ID cards cost \$3.00. To register with the RSCL for community patrons bring a current state ID or driver's license and fill out a registration form available at the Circulation Desk. Resources for Community are for use in the building.

### **BORROWING PROCEDURES**

In order to utilize and protect your borrowing privileges, you must present your photo ID card when checking out materials. No materials will be checked out without first presenting proper ID. Remember, you are responsible for all materials charged to your name and barcode number and for all fines accrued on materials. To protect your borrowing rights, do not loan your ID card to anyone.

### **HOW LONG DO MATERIALS CIRCULATE?**

Books-2 days to 1 week

CD-ROMS—2 days

DVDs—2 days

Note: Periodicals (magazines and journals), microforms, some CD-ROMs, reference and reserve materials do not circulate and are for In Library Use Only.

### **HOW MANY ITEMS MAY ONE BORROW?**

There is a limit of three (3) items any one person may borrow at any one time.

### **RETURNING BORROWED BOOKS**

You must return borrowed books and items to the assistant working at the Circulation Desk or place them in the BOOK RETURN located at the end of the Circulation Desk.

### **FINES**

\$0.10 per day for overdue books in the general collection.

\$1.00 per day for overdue videos/DVDs in the general collection and reserve collection.

\$0.25 per hour or \$1.00 per day for reserve items.

\$1.00 per day for all items overdue that have been recalled to the library.

\$1.00 per day for overdue Interlibrary Loans.

Note: Grades, transcripts, registration and/or graduation will be blocked until all items are returned and/or all fines cleared.

### **RECALLED ITEMS**

Overdue items placed on HOLD are recalled to the RSCL. Failure to promptly return a recalled item results in fines of \$1.00 per day in addition to the normal fine for the overdue item.

## **SEARCHES**

A formal search can be conducted for any item/book designated as checked in that cannot be located. Please request help in locating mis-shelved books at the Circulation Desk.

## **COMPUTER PRINTOUTS**

Computer generated printouts in the RSCL are allowed to currently enrolled students and faculty/staff. The printouts are \$0.10 each for black and white and \$.25 for Color.

## **RESPECT**

In any shared environment it is appropriate that all of us respect the needs and preferences of others. The needs of all are served best when students engaged in reading and studying can do so without distractions.

## **CHILDREN IN THE RSCL**

In respect for all of the library users, we request that children not be brought to the library.

## **REFRESHMENTS AND TOBACCO USE**

Sau Tech buildings are smoke and tobacco free. Food and/or drink is not permitted in the library. On special occasions (those sponsored by the college), food and/or drink may be served but allowed only in the lobby area of the building.

## **INTERLIBRARY LOAN PROGRAM**

### **WHAT MUST I DO BEFORE REQUESTING AN INTERLIBRARY LOAN?**

- You must verify that the SAU Tech RSCL does not own the item.
  - Check the online catalog for books.
  - You must verify that the citation/source information is complete and accurate.

### **WHAT IS A “COMPLETE CITATION”?**

You must include for a periodical (journal or magazine) article:

- Author of article (full name)
- Title of article (complete title)
- Title of periodical (complete title – no abbreviations)
- Volume number of the periodical
- Issue number (where applicable)
- Date of publication (include month, day and year if given)
- Page number(s) of article

For a complete book citation, you must include:

- Author
- Title
- Publisher
- Publishing date

### **HOW TO ORDER?**

Interlibrary Loan requests should be submitted at the Circulation Desk. To avoid delays, be sure to complete the forms fully and accurately. Please print and do not abbreviate work. Fill out one form for each separate item you need.

### **HOW MUCH DOES IT COST?**

SAU Tech RSCL does not charge students, faculty, or staff for interlibrary loans. If the lending library should impose any fees, those costs are passed on to the individual that initiated the request. Photocopies and books from lending libraries in Arkansas often are provided free of charge. Out-of-state libraries may charge postage or other fees such as the lending library's typical photocopying costs.

Any lending charges will be passed to the patron requesting the materials. Please state the expense limit you are willing to bear when requesting items through the ILL service. If your order cannot be filled for the amount you list on the form, you will be notified and given the option of increasing the amount or canceling your order. You are responsible for all Interlibrary Loan charges, even if the material arrives after the date by which it is needed. Any charges must be paid when your requested items are picked up.

### **HOW LONG DOES IT TAKE TO RECEIVE MATERIALS?**

It can take as long as two weeks to receive materials. Plan ahead when conducting research to ensure you have time to receive and review requested materials.

### **OVERDUE INTERLIBRARY LOANS**

Overdue interlibrary loans are assessed at \$1.00 per day.

### **COPYRIGHT**

To comply with the copyright law (PL 940553), some restrictions must be placed on photocopy request through ILL. Each library may request only up to five copies per year from a periodical published within the last five years. If this limit is exceeded, users may have to pay a royalty fee of \$15.00 to \$20.00 per article in order to obtain a copy from a commercial source.

## **RESERVE COLLECTION**

### **WHAT IS THE RESERVE COLLECTION?**

The purpose of the Reserve Collection is to provide access to materials that are in high demand. Some instructors place copies of books and other items from their reading lists in the reserve collection to ensure that each student in a class has an opportunity to complete assigned readings.

### **WHERE IS THE RESERVE COLLECTION?**

The RSCL Reserve Collection is located behind the circulation desk.

### **HOW WILL I KNOW IF AN ITEM IS ON RESERVE?**

Reserved items in the online catalog are designated by a locator symbol of RES before the call number. Also, most instructors will notify the class that an item is on reserve.

### **HOW DO I CHECK OUT RESERVE ITEMS?**

You must present a valid identification card each time you borrow items from the Reserve Collection. You are responsible for materials charged to your name and barcode number and for any fines accrued on materials. Do not lend your student identification card to others.

**LIBRARY USE ONLY**

The item may be used only in the library. No item limit is applied except that the material must be returned to the Circulation Desk 30 minutes before the library closes for the day.

**LIBRARY USE ONLY (TWO-HOUR LIMIT)**

The item may be used only in the library. No time limit is applied except that the material must be returned before the library closes for the day.

**1 DAY CHECKOUT**

The item may be borrowed at any time but must be returned to the Circulation Desk the following day.

**2 DAY CHECKOUT**

The item may be borrowed at any time but must be returned to the Circulation Desk the second day.

**5 DAY CHECKOUT**

The item may be borrowed at any time but must be returned to the Circulation Desk the fifth day.

NOTE: Please note that the return date for each reserve item is noted on its Date Due Slip. Always be sure to check the circulation period and date/time due when you borrow a reserve item. A reserve item may be renewed if another item is on the shelf or after it has been returned for two hours. Exceptions may be requested of the Library Director. Reserve items may not be placed on HOLD.

**OVERDUE FINES**

Fines for overdue reserve items accumulate at the reate of \$0.25 per hour and/or \$1.00 per day. Fines begin during the first hour an item is overdue and/or the day the item is not returned and continue until the item is returned to the Circulation Desk.

**RETURNING RESERVE MATERIALS**

Reserve items should be returned ONLY to the Circulation Desk. Failure to return an item directly to the Circulation Desk can result in fines if the item does not reach the desk by the time it is due.