

ACU Library Circulation Policy

This policy defines patron privileges and policies for borrowing items from the ACU Library. The library serves nine **types of patrons**:

1. Student: a Campus student currently enrolled in at least one ACU class
2. Student (EO): an Evening or Online student currently enrolled in at least one ACU class
3. Faculty: someone contracted to teach at least one ACU class active now or in the next semester
4. Staff: someone employed by or doing volunteer work for ACU primarily in a non-teaching role (including administrators and trustees)
5. Alumni: someone who has graduated with a degree from ACU (or Southwestern College) and who lives in the Phoenix metropolitan area
6. Pastor/Missionary: someone who is currently serving as a pastor or a missionary through a Christian church or missions agency and who lives in the Phoenix metropolitan area
7. TLCA/ACL: someone who is currently a student, a faculty member, a staff member, or an administrator at a full-member institution in the Theological Library Cooperative of Arizona or at an institution participating in the Association of Christian Librarians (ACL) Reciprocal Borrowing Program
8. Community: someone at least 21 years old who is an active member of a Christian church in the Phoenix metropolitan area and has paid an annual fee of \$40
9. ILL: someone who borrows from the ACU Library through another library's interlibrary loan service

The following table summarizes **patron privileges** by type of patron. ILL patron privileges are covered by the ACU Library Interlibrary Loan Policy. TLCA/ACL patrons are also subject to the TLCA Reciprocal Lending Agreement or the ACL Reciprocal Borrowing Program policies.

	Student	Faculty; Staff; Student (EO)	Alumni; Pastor/Missionary; TLCA/ACL; Community
Can borrow books	Yes, as many as needed	Yes, as many as needed	Yes, up to 3 at a time (without special approval from the head librarian)
Can borrow audiovisual items (DVDs, CDs, etc.)	Yes, as many as needed	Yes, as many as needed	No
Can borrow items on reserve	Yes, up to 3 at a time, with course restrictions	Yes, up to 3 at a time, with course restrictions	No
Can borrow equipment	Yes	Yes	No

Can renew items	Yes, unless there is a hold or a recall or classes have ended	Yes, unless there is a hold or a recall	Yes, unless there is a hold or a recall
Can place a hold on items	Yes	Yes	No
Can use the interlibrary loan service	Yes	Yes	No
Can use online resources (eBooks, databases, etc.)	Yes	Yes	Yes, only on campus
Can use periodicals (magazines, journals, etc.)	Yes, only in the library	Yes, only in the library	Yes, only in the library

The ACU Library reserves the right to restrict or revoke patron privileges, particularly when doing so is in the best interests of the university. For example, items on reserve are available typically only to patrons enrolled in specific courses needing those items. The ACU Library will suspend borrowing privileges for patrons with \$5 or more in unpaid late fees or unpaid charges for damaged or lost items. Student patrons can check out items between semesters only if the head librarian approves. The following table indicates when patron privileges expire.

Patron Type	Expiration Date of Privileges
Student; Student (EO)	End of enrolled semester
Faculty; Staff	End of employment or volunteer service
Alumni; Pastor/Missionary; Community	One year from date of application
TLCA/ACL	End of enrollment/employment or their library's authorization period, or one year from date of application, whichever comes first

The following table describes the normal checkout length (**how long items can be borrowed**) based on item type. The head librarian may grant extensions or check out reference items or LPs in special cases.

Item Type	Checkout Length
G (general); ¹ Storage (items in storage)	21 days
CD; DVD; Video	7 days
Manipulatives	3 days
Library Reserve 24hr; Study Accessories	1 day ²
Library Reserve; Computer/AV Hardware	2 hours, must stay in the library
REF (reference); LP	N/A, must stay in the library

¹ Some G items may be on reserve. These are treated as normal G items.

² Some Study Accessories must stay in the library.

Patrons should return items by the due date or as soon as they are no longer needed so that they are available for other patrons to use. Checkouts can be renewed unless someone has placed a hold on the item or the head librarian has recalled the item. For Student patrons, items cannot be renewed beyond the last day of classes (shortly before finals week) without special approval from the head librarian. As a courtesy, checkouts will automatically be renewed for Faculty and Staff patrons.

Student, Student (EO), Faculty, and Staff patrons may place a **hold** on desired items of the following item types: G, Storage, CD, DVD, or Video. The “Reserve” feature in OPALS (the ACU Library Catalog) initiates a hold.³ If the item is unavailable, it will be “reserved” for 42 days. If the item is available, it will be on “hold” for 7 days. The item will be reshelved in its normal location when the hold expires.

The ACU Library charges **late fees** for overdue items. The following table summarizes late fees by item type.

Item Type	Late Fee	Grace Period
G (general); Storage (items stored outside the library)	\$0.15 per day, up to \$5 per item	21 days
CD; DVD; Video	\$0.15 per day, up to \$5 per item	7 days
Manipulatives	\$1 per day, up to \$5 per item	3 days
Library Reserve 24hr; Study Accessories	\$1 per day, up to \$5 per item	1 day
Library Reserve; Computer/AV Hardware	\$0.25 per hour, up to \$1 per day, up to \$5 per item	2 hours
REF (reference); LP	\$0.50 per day, up to \$5 per item	N/A

To avoid late fees, patrons should return or renew items by the due date. The ACU Library may send courtesy reminders about overdue items; but it is the patron’s responsibility to know the due date. Late fees accrue during the grace period but will not be charged until it ends. Late fees for Student and Student (EO) patrons are capped at \$5 per semester, regardless of the number of overdue items (except in cases of abuse of borrowing privileges). Late fees for Faculty and Staff patrons are typically waived. Late fees for other patrons may be waived at the head librarian’s discretion.

The ACU Library charges **replacement fees** for damaged or (assumed) lost items. Patrons should report new damage to library staff, though new damage does not automatically result in charges. Sometimes the ACU Library can repair items; but patrons should not attempt repairs. The head librarian decides whether the patron should replace the damaged item. The ACU

³ Note that the “Reserve” feature in OPALS is different from **items on reserve** (usually item types Library Reserve and Library Reserve 24hr). Items on reserve have checkout restrictions to make them more available for more patrons. Items on reserve often show “Reserve” as their location in OPALS. Ask library staff for help with these.

Library assumes that an item is lost if it is 40 or more days overdue or if a Student patron has not returned it within one week of the last day of classes. To replace damaged or lost items, patrons will be billed a processing fee of \$5 per item, plus the cost of each item or \$20 per item, whichever is greater. (That is, patrons will be charged at least \$25 per item.) The head librarian determines replacement costs and when to bill. If lost items are returned, the patron will owe only the accrued late fees. No refunds of replacement fees will be given after the ACU Library has replaced the damaged or lost item or after 8 weeks have passed since the date of payment of those fees.