

Circulation Policy

Borrower's Responsibilities:

All library users are responsible for library material charged to their assigned [ID card](#). Patrons are held responsible for returning library materials, and must pay all fines incurred on their account. Library privileges are not transferable to other patrons. If you charge out material for a friend, classmate, etc. you are still responsible for all items charged under you ID. This policy applies to students, faculty, staff and all other library users. All obligations to the library must be cleared by patrons prior to leaving Chicago State University.

Patrons need to apply in person at the library [Circulation Desk](#) and present their [ID cards](#) with current semester stickers, valid driver's license or other forms of identification showing a current address. Library patrons should contact circulation staff at the Circulation Desk if their [ID cards](#) expire or their addresses or phone numbers change.

Closing Policy:

- One half-hour before closing, the monitors will canvas the building to notify all patrons to complete their business with Circulation Services and other Public Service areas and prepare to leave the library.
- Circulation Services will cease new transactions at a quarter to the hour.
- Monitors will repeat the tour at a quarter to the hour to direct any remaining patrons to leave the building.
- The campus police are also available to escort/follow patron to their cars if needed. If you require this service, you must call x2111 and an officer will arrive at your location to assist you.

Eligible Patrons

CSU students, faculty, staff, subscribing alumni, and valid [I-Share](#) patrons are CSU Library eligible borrowers. All other users (over age 16) will need to have a valid identification card and get a **one day pass** from the library Security Desk to enter the library. Only eligible borrowers may borrow library materials.

CSU ID holders need to use their CSU email user name and password to sign into our campus network. If you do not have an email account or have forgotten your password, you need to go to Douglas Hall room 122 or call x3963 to have your email account issues solved.

Fines & Fees

Overdue fines are automatically posted by the library system. If an item isn't renewed/returned within 14-days, a fine is posted to patron's account. Overdue fines are listed as follows:

- **Books: \$5.00** overdue charge **per book** after the 14 day grace period
- **Recalled materials: \$1.00 per item, per hour and \$5.00 per item per day, for overdue recalled material.**
- **Black Studies' Books: \$2.00 per day, per item**
- **2 hours loan Reserves**, patron is charged **\$2.00 per hour** per item for every hour overdue
- **24 hours loan reserves**, patron is charged **\$2.00 per hour** per item for every hour overdue
- **bound journals, older reference materials, microfilm and microfiche in the ROVER system**, patrons are charged \$2.00 per hour per item for every hour overdue

Please note that fines for overdue reserves mount quickly.

Unpaid fines will accrue additional fees. All fines should be paid in person or mailed to the Chicago State University, Bursar's office, Cook Administration Bldg. Room 212, 9501 South King Dr., Chicago, IL 60628. Cash, money order, check, and credit cards are all accepted. Overdue fines will be applied throughout the year; holidays, interims, etc., until items are returned or fines paid.

Books that are **31 days overdue** are considered **lost**. **Lost book fees** are **\$65.00 per book**; this amount is based on the average cost to replace a book. **Processing fee** for lost books is **\$10.00 per book**, and will be assessed to patron's account. Patron is also responsible for damaged material; the library will assess the cost of damage for repairs or replacements.

Outstanding debts and overdue materials from any lending library or through [interlibrary loan](#) can restrict patron privileges until debt or overdue notices are resolved.

Failure to properly deal with outstanding debts may cause the library to place restrictions on borrower's ID. This will affect borrower's privilege to register, obtain transcripts or diplomas.

Note:

- If your borrowing privileges have been suspended due to unpaid fees, or non-returned items please return all items to the Circulation Desk, so that the suspension can be lifted. **Please allow 48 hours for the removal of blocks from your library records.**

- Any fines and fees that are charged to you by I-Share or other institutions must be paid directly to the respective institution. The Circulation Desk staff will assist you in identifying the lending institution and items in question
- If you feel that you have been billed in error, present your situation to the staff member at the Circulation Desk. You are encouraged to speak with Ms. Leathe Williams, Circulation Supervisor, 773.995.2483, lwilli45@csu.edu for immediate discussion of the situation.
- Notify the Circulation Desk staff as soon as possible when **you damage or lose a book**. You might not be charged for minor damage to CSU books. Damage to books from other institutions will be assessed by the owning institution.

ID Card

All students, Faculty & Staff must obtain a Chicago State University ID Card to borrow materials from CSU Library and other lending libraries. Student ID cards must be renewed with current semester sticker on front of ID cards at the beginning of every semester. The student expiration date coincides with the end of a registered term. Students may extend library privileges from the end of one semester to the beginning of the next semester. Please apply at the Information Technology Dept. in the Academic Library, Room 143.

If a patron ID is lost or misplaced while in the library, patron can inquire at the Library Circulation Desk, to see if the card was left in the lost and found. If card isn't found, immediately report it to the Information Technology Dept. Patrons are responsible for the replacement cost of their ID cards. All borrowing privileges are suspended until card is replaced.

Patrons from I-Share academic institutions must have a valid ID card from their respective institution to receive CSU Library privileges.

Alumni. If you are CSU alumnus or alumna, you are eligible to subscribe to CSU Library privileges. Subscribing alumni will be asked to show CSU issued ID card when entering CSU Library and when borrowing materials.

Leaving Chicago State University

Patrons must return all library materials and pay accumulated fines & Fees to the Bursar's Office before their records are cleared. Separation Papers can only be signed when faculty or staff has cleared all obligations to the CSU Library.

Loan Periods

Patrons are allowed to request 10 items at any time and to renew each item three times.

BOOKS

<u>User</u>	<u>Loan Period</u>
Faculty	16 weeks
Students	4 weeks
Staff	4 weeks
Alumni	4 weeks
Valid I-Share patrons	4 weeks

Black Studies' books

CSU Faculty, Student & staff only 1 Week

(Books owned by other libraries but received through [interlibrary loan](#) at the CSU Library are subject to the loan and renewal policies of the lending institution.)

DVDs, Videos, CDs (One time renewable)

Faculty	2 Weeks
Students, Staff & Alumni	1 Week
Valid <u>I-Share</u> patrons	1 Week

Bound journals, reference materials, microfilms, microfiche

The library keeps bound Journals, older reference materials, microfilms, and microfiche in the ROVER. Loan period for all these materials are 4 hours.

Reserve Materials

Reserve materials are shelved at the Circulation Desk. The loan period for Reserve materials varies from **2 hours to 24 hours**, based on the instructor's request or library policy.

My Account

My Account is the primary online access to item requests, renewals, search preferences, remembered searches, and remembered titles. This page describes the usage of **My Account** and ways to get more details.

My Account is accessible via

- [CSU Library Catalog](#),
- [I-Share Libraries Catalog](#),
- [CSU Library Home Page](#),

Click on [My Account](#)

Click on your Home School

Enter your ID number

Enter your Last Name

Click "Login"

Once logged into "My Account" you can

· Find or choose **My Search Preferences** for the default search type whenever you Click "New Search":

· See **My Book bag** to find information about your borrowed items

· View **My Searches** to see searches you have stored for future use

· See whether **blocks** exist against your privileges*

· See what you have **checked out**

· View the status of your **requests**, and see if you have any pending requests or there is any item ready for you to pick-up.

· View any **finest or fees** you may have

· **Renew** material if before due date

Top and bottom bars contain links to

· New Search: a link to the CSU Catalog

· I-Share Catalog: access to all consortium library catalogs

· Renew Books

· Logout: exit from the My Account screen

· New in the Catalog: a link to the recently added materials in the library collection

· Quit: exit immediately from the I-Share system

· Help: provides detailed information about My Account and its components

* **Blocking occurs when:**

you have not returned a reserve item;

you have not returned a recalled item;

you have not returned a book owned or recalled by another institution;

your overdue fines have exceeded the institution threshold;

your overdue items have exceeded the institution threshold;

your overdue/lost charges have exceeded the institution threshold

* **Blocking will be lifted when:**

you return recalled materials;

you return overdue materials;

you pay all applicable fines and fees.

Please allow 48-72 hours for the removal of blocks from your library records.

One Day Pass:

To enter the library, all non eligible users need to get either one day pass or [Friends of the Library](#) cards. With one day pass users can use library print resources inside the library only, and get guest account to sign in to access library online resources.

Overdue Notices

The library will send out overdue notices as a courtesy to patrons, but it is the responsibility of the patron to return library items in a timely manner, to avoid overdue fines, lost books fees or restrictions.

An overdue notice will be generated by the library system 3 days after an item become overdue. Patron has 14 additional days in which to renew item or return it. If the item isn't returned or renewed during that 14-day period, fines are posted. After 31 days the system generates an invoice for all fines due, and is sent out to patrons.

Note: If another patron requests an item, a [recall](#) is placed on that item, and the patron will have a new due date. Patrons are notified by mail of the new due date. If item is not returned by the new due date, a fine will be generated and applied to patron's account.

Patron with Disabilities

Circulation staff will assist patrons with disabilities by paging books, locating materials, photocopying and other services anytime during operating hours. In order to qualify for these services, student must obtain a letter requesting service from the office of Disabilities. For further information, please check the [Office of Disabilities Services and Programs](#), or you can contact Ms. Leathe Williams, Head of [Circulation Services](#) and Assistant to the Public Services Director in person, Room 202 CSU Library, or call (773) 995-2483.

Recalls Holds &

All items on loan can be recalled unless there is another copy available. If the library material is already charged out to another CSU patron, you can [request](#) to have it recalled and returned to the library for your use. Once a [request](#) is placed on an item it should be available for that patron in 14 days from the date of the recall. A notice will be sent to the patron noting how long the library will hold the item.

Patrons can place recalls in person at the library [Circulation Desk](#) or request it online. To request an item online click [My Account](#) and follow the instruction. [Reserve](#) items cannot be recalled.

Note: **Hold period on request**

Pre-1991 and Black studies books	24 hours
Reference, bound periodicals, Microforms	3 hours
DVDs, CDs, Videos	24 hours

Recalls are due 14 days after patron receives a recall notice. A \$1.00 per hour up to \$5.00 per day overdue fine will be assessed to your account on recalled items.

Renew Books:

Patrons can bring the books to the library [Circulation Desk](#) for renewals.

Patrons can renew the books using the two [Self-Service express Checkout](#) machines located on the 1st floor of the library. You may use this machine for checking-out the materials.

Renew Books Online:

Click [My Account](#) and login to renew online

Scroll down to the bottom of the "[My Account](#)" page.

Click checkboxes next to each item to be renewed then click "Renew Selected Items"

If you do not see checkboxes next to your list of items, or while trying to renew, the system prompts with a message that items have not been renewed, it could be one of the following.

- Maximum online renewals (up to 3 times) attained
- Patron record problem occurred
- CSU [ID card](#) expired
- Overdue recalled book

Note:

- No Fax or Phone renewals

- Patrons with 4 weeks and 16-weeks loans are allowed to renew books up to 3 times, without bringing books to the library.

Requesting Materials

[Circulation Desk](#) can assist you to request a material.

You can request materials online. For online requests click [My Account](#) and follow the instruction.

For materials placed in **ROVER** (**R**etrieval **O**nline **V**ia **E**lectronic **R**obot), such as special collection, pre-1991 materials, bound periodicals, all Black Studies' books... use **Request** button available at the top of the screen that contains the bibliographic information of your requested item. **For more information on how to retrieve materials from ROVER click here.**

For items not available in our library, you may place a request in the [I-Share catalog](#). You will be notified as soon as our library gets the books.

You may request the item through [InterLibrary Loan Services](#).

You also may go directly to any **I-Share consortium library** and use your valid CSU ID card to request and to check out the books.

Requesting In Process & On Order Material

When requesting an item listed "In Process" the book is in the library, but hasn't completed the cataloging or circulation process. It will usually take a few days, after the request, before item is ready to circulate. Book listed "On Order" are those that haven't yet arrived in the library. You may inquire at the [Circulation Desk](#) if you need further information. If the book/item is needed immediately, you may want to go through [interlibrary loan](#).

Returning Library Materials

- Patrons may return books to the library Circulation desk located on the 1st floor of the library.
- Patrons can request receipts when items are returned to [Circulation Desk](#)

