

## Circulation Guidelines and Loan Policies

Faculty and Professional & Scientific Staff

*There are many separate collections within the Main Library. Reserve, Media Services, Information Arcade, Special Collections, Map Collection, and the Iowa Women's Archives have their own circulation policies.*

**Library Card**-Your University of Iowa identification card is needed to check out items. We strongly recommend against loaning your card to others. All financial responsibility rests with the person whose ID card was used to check items out. If your U of Iowa ID card is lost or stolen, notify the ID Card Administrator, 335-0835 at 253 IMU. If your UI Hospital badge is lost or stolen, notify Hospital Human Resources at 356-2008 (after hours contact Facility Safety and Security, 356-2658). If you've lost your paper library card, contact Circulation Services (335-5912) at the Main Library.

**Faculty Authorization/Proxy Card**-an assistant can be designated to check out books in your name. Proxy forms can be picked up at the South Desk or found at <http://www.lib.uiowa.edu/circ/>.

**E-Mail**-The library uses your University e-mail account to send recall, overdue, item available, and other notices. Please check your account daily.

**Circulation Desks**-Items can be checked out at the north or south circulation desks at the first floor entrances to the library. The North Desk is at the main entrance, and items being held for patrons are here. The South Desk houses the Circulation Services department where staff can retrieve Storage items and answer recall, overdue, and billing questions.

### Loan Information-

- Books, thesis, and classified Storage items: due first Monday in June
- Bound journals from Storage: 4-week loan
- Journals: 1-week loan
- A maximum of 1000 items checked out at any one time
- Unlimited renewals
- Newspapers and Reference items can't be checked out.

Each item will have a due date at checkout. Please note this date since this can prevent overdue fine and book replacement charges. Please be aware that items can be recalled from you, often resulting in a new and earlier due date. (Please see information under "Recalls".) Checking "My Account" on InfoHawk helps manage library checkouts.

**Returns**- Items can be returned at any time to the outside return slots built into the north and south sides of the Main Library. These slots are labeled "Book Depository."

**Renewals**-Items checked out and due on the faculty long-term loan and due the first Monday in June need to be brought into a library for renewal. Items can be brought into any library (except the Law Library or the Curriculum Lab) for return or renewal. The renewal period begins in the middle of April and extends to 30 September.

Items checked out on short-term (4-week loan or less) can be renewed via InfoHawk's "My Account". Once signed in, click "Loans", check the box next to the item(s), and then click "Renew Selected". Renewals for short-term loans can also be mailed or called in. Recalled items can't be renewed.

**Recalls**-If you need an item that is checked out, you are encouraged to recall it. Simply click the "Recall" link on InfoHawk and follow the directions to place the recall. The person who has the item will be contacted by the

library and given a new due date. This date is usually a week from the date the recall is placed. When the item is returned, you'll receive a notice that it is available for pick-up at the North Desk.

Items you have checked out can also be recalled from you. You will receive a recall notice giving a new due date. Recall overdue fines are high and having overdue recalls can block you from checking out new items. If you still need the recalled item, return it to a circulation desk and ask for it to be recalled back for you. (Items recalled for Reserve can't be recalled back.)

Everyone is guaranteed two weeks with an item that has a four-week (or longer) loan, and then it can be recalled. If an item is needed for Reserve for use by a class, then it can be recalled immediately (no two week guarantee), and it can't be recalled back for you.

*Promptly returning recalled items is of the utmost importance.* When classes are in session, being out of town, failing to maintain a current address, or failing to check your email account will not be considered a valid excuse for their delayed return. To avoid recall fines, please either return your library items or make sure that someone can respond to your mail and return recalled items.

**Searches**-If you are unable to locate an item that should be in the book stacks, please contact staff at a circulation desk to initiate a search of the item for you. If it is located, you will receive a notice that the item is on hold for you. If it isn't located after a week, you'll receive a notice to contact either Interlibrary Loan or the Acquisitions Department. The item will also remain on search for you for a year.

**Courtesy/Overdue Notice**-For items due the first Monday in June, a courtesy notice will be sent in early May, and an overdue notice will be sent in July and in September. One overdue notice will be sent for all other items. Please contact staff at the library that sent the notice if you have any questions about it.

#### **Fines and Book Charges-**

- Overdue recalls-- \$4.00 per day fine; maximum fine \$40.00
- Overdue journals--\$.50 per day fine; maximum fine \$15.00
- Overdue item due first Monday in June--\$10.00 fine if it is so overdue that it is billed

All library charges appear on University of Iowa Business Office statements.

If an item is so overdue that it is billed, both the maximum fine and the item replacement charge will appear on the statement. When the billed item is returned, library staff will process a credit for the replacement cost (the fine is not refunded) and forward the credit to the Business Office.

**Hours**-The hours of the Main Library and the departments within the building vary according to the university calendar. Paper copies of library hours are available at the library. This information is also at <http://www.lib.uiowa.edu/hours.html>.

THE UNIVERSITY OF IOWA LIBRARIES

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