

HPU Libraries - Circulating Materials Policy

Policy

HPU students, faculty, and staff may borrow circulating materials from the University Libraries upon presentation of a valid HPU ID card. All patrons are subject to the policies of the HPU Libraries and are responsible for the materials borrowed from the University Libraries until they are returned. Patrons are also responsible for any fines and fees incurred for lost or damaged materials.

Loan Periods, Renewals, and Recalls

Loan and renewal periods vary based on patron status and item type. Up to ten (10) items may be borrowed per patron, per day**.

Books

Patron Status	Loan Period	Renewal Period	# of Renewals
Student	56 days	28 days	2
Staff	56 days	28 days	2
Faculty	End of current semester	None	None
ELS*	Two days prior to end of current session	None	None
Alumni**	56 days	28 days	2

*ELS: Up to five (5) items may be borrowed per patron. Due date will be two (2) days before the last day of the current ELS session. Student may only borrow from the MLANG collection unless student has been conditionally admitted to HPU (Proof of letter required).

Alumni: Alumni may borrow up to 10 books from the HPU libraries' circulating collections at a time. See the **HPU Libraries Alumni Access Policy for details regarding Alumni access to the HPU Libraries.

McNaughton (Popular Reading) Collection Books

Patron Status	Loan Period	Renewal Period	# of Renewals
All borrowers	14 days	14 days	1

Media

Patron Status	Loan Period	Renewal Period	# of Renewals
Students, Staff, Alumni	7 days	None	None
Faculty	14 days	None	None

- **Renewals**

Renewals are not automatic or guaranteed and should be requested at least 24 hours in advance. The number of renewals allowed for each patron and item type is shown in *Loan Periods* above. If an item cannot be renewed it must be returned by the due date to prevent lost fees from being incurred. Overdue items cannot be renewed and should be returned to the Libraries immediately. Renewals can be requested in-person at any HPU library branch, by phone, or done online.

- **Recalls**
All items are subject to recall at any time.

Fines and Fees

The Libraries email overdue notices on the 7th, 14th, and 21st days after an item's due date. These notices are a courtesy and failure to receive such notices will not be considered grounds for the cancellation of fines. Items more than three (3) weeks overdue will be considered lost and replacement fees assessed. Replacement fees consist of a replacement cost (replacement cost varies by item), plus a non-refundable \$15.00 administrative fee.

Interlibrary Loan materials incur a \$5.00 fine on the seventh day overdue. For Interlibrary Loan materials, replacement costs are determined by the lending institution, not the HPU Libraries.

Overdue Fines

Interlibrary Loan materials***	\$5.00 fine on seventh day overdue.
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***Interlibrary Loan services are available to current HPU students, faculty, and staff. See the **Interlibrary Loan Policy** for details.

Lost or Damaged Materials

Item Type	Replacement Cost	Administrative Fee (non-refundable)
Books	Varies by item	\$15.00
Media	Varies by item	\$15.00

Found and Returned

If lost items are found and returned after payment, the replacement cost will be refunded, provided the following criteria are met:

- Not more than 6 months have passed since the fees were paid
- The lost item has not been replaced by the Libraries
- The lost item is in acceptable physical condition

Replacement Copies

Patrons must inquire with Access Services to replace lost or damaged materials **before** the replacement fees are applied to their University account. The replacement copy must be an exact copy or newer edition of the lost item. Patrons who select this option must accept the risk of the replacement being rejected by the Libraries. Contact Access Services before purchasing the replacement copy to find out whether you are eligible for this option and to get exact publication details. The final decision on the acceptability of an item is at the discretion of the Libraries.

- **Replacement Criteria**
Replacement copies must be approved by a librarian and meet the following criteria:
 - Same edition or newer
 - Same ISBN number (unless newer edition)
 - Same publisher
 - Same publication year (unless newer edition)
 - Same or similar number of pages, including maps, illustrations, etc.
 - In new or very good condition. Items cannot be stamped "Used" or have any labels, stamps, or markings indicating it was once owned by another library or institution.

- **Administrative Fee**

If a replacement copy is accepted the patron will be charged the \$15.00 administrative fee only. Once the replacement copy is accepted, it becomes the property of the HPU Libraries and cannot be returned to the patron, even if the original Library copy is found at a later date.

Library Account Suspension

Library blocks will automatically take effect, suspending further circulation transactions, under the following conditions:

- Unauthorized removal of materials
- Overdue materials
- Outstanding / Unpaid fines or fees

Blocks will be lifted after all overdue materials are returned and fines/fees paid.

Rev. S. Nakamura
2/8/19