

# Circulation and Access Policies

James J. Shea, Sr. Memorial Library

American International College

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## Eligible Borrowers

Borrowing privileges and electronic resource access is extended to:

- Current AIC students, faculty and staff.

Borrowing privileges **only** are extended to:

- AIC alumni/ae who possess valid identification.
- Students, faculty and staff of CCGS (Cooperating Colleges of Greater Springfield), who possess proper identification from their home institutions. CCGS Colleges are: Bay Path College, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College, Western New England College, and Westfield State College.
- C/WMars (Central/Western Massachusetts Automated Resource Sharing) patrons who are at least 18 years of age and possess valid library cards from their home libraries.

Visitors are registered at the discretion of the library director or professional librarians.

AIC library accounts are valid for one year. AIC student accounts are automatically updated at the beginning of each semester; other borrowers may update their accounts at the circulation desk with proper identification.

## Loan Periods

Loan periods for circulating items are as follows:

- General, Oversize, and Juvenile Collection Books
  - 28 days for AIC students and all non-AIC borrowers.
  - End of the semester date for AIC faculty and staff.
- Testing materials: Two weeks.
  - Note: testing materials only circulate to patrons who have been previously authorized to access those materials.
- Course reserves: see below.
- The loan period for books from other libraries (in the form of Interlibrary Loans or C/WMars holds) is set by the lending library.

Reference books, archival materials, periodicals, dissertations and curriculum materials do not circulate.

## **Borrowing Limits**

- Undergraduate students and all other non-AIC patrons may borrow up to 10 items from the circulating collection at a time.
- Graduate students may borrow up to 25 items at a time.
- AIC faculty and staff may borrow up to 50 items at a time.
  - All faculty and staff taking classes are considered students and must follow student loan periods and guidelines.

All patrons are limited to 20 C/WMars holds placed on their record at any one time.

## **Course Reserves**

Loan periods on course reserves are determined by the instructor for the course. The loan period may vary from two hours (in-library use only) to one week. Course reserves may only be checked out to AIC students, faculty, and staff. Patrons are limited to borrowing up to three reserve items at a time, and reserves are not renewable.

## **Renewals**

Items from the General, Juvenile, and Oversize Collections may be renewed once, unless another patron has requested the item. Renewals may be done in person or online through the library catalog. Testing materials may only be renewed once, and must be renewed in person. All other items may not be renewed.

## **Fines and Replacement Fees**

Overdue fines for items from the General Juvenile, and Oversize Collections are \$0.20 per day. Overdue fines on all other items are \$1.00 per day.

Materials are considered lost when they become 28 days overdue. They are assessed replacement fees of \$45.00, or the cost of the item if the purchasing price was greater than \$45.00. A \$5.00 processing fee is also applied. The library may charge, at the discretion of the professional librarians, replacement fees for any damage which renders a book unusable. The library accepts replacement fees ONLY in exchange for lost or damaged materials.

Patrons who accrue \$10.00 or more in fines or replacement costs are refused borrowing privileges, including database access.

AIC students must settle all delinquencies with the library before graduation. Official AIC transcripts may be withheld if the fees are not cleared. There are no refunds for fines or fees paid; disputes should be made only to the library director. Failure to receive or respond to automatically generated emails does not absolve borrowers of their responsibility to return materials on time.