

Circulation and Access Policies

James J. Shea, Sr. Memorial Library

American International College

Eligible Borrowers

Borrowing privileges and electronic resource access is extended to:

- Current registered AIC students, faculty and staff.

Monograph borrowing privileges **only** are extended to:

- AIC alumni/ae who possess proper valid AIC identification.
- Students, faculty, and staff of Cooperating Colleges of Greater Springfield (CCGS) who possess proper identification from their home institutions.
- Central and Western Massachusetts Automated Resource Sharing consortium (C/WMars, Inc.) patrons who are at least 16 years of age and possess valid library account from their home libraries.
- All other borrowers must obtain special permission at the discretion of the library director.

AIC library accounts are valid for varying periods depending on patron type:

- AIC students – one (1) year.
- AIC employees – three (3) years.
- AIC alumni – three (3) years.

Loan Periods

Loan periods for circulating items are as follows:

- General, Oversized, and Juvenile collections
 - Twenty-eight (28) days for AIC students, alumni, and all non-AIC borrowers.
 - Last day of academic term for AIC employees.
 - Can be renewed once unless another patron has requested the item.
- Testing material
 - Two (2) weeks unless inventory does not support high demand. NOTE: testing materials only circulate to patrons with previous authorization.
 - Can be renewed once unless inventory does not support high demand. NOTE: renewals must be made in person.
- Course reserves
 - Loan periods are determined by the instructor for the course. Loan periods vary from two (2) hours to one (1) week.
 - Loans with a two (2) hour limit are in-house use only.
 - Course reserves may only be checked out to AIC students, faculty, and staff.
 - Patrons are limited to borrowing up to three (3) reserves at a time.
 - Course reserves are not renewable.
- Interlibrary or C/WMars loans: loan period and renewal limit is set by owning library.
- Reference books, Periodical Collection, and Archives do not circulate and are in-house use only.

Borrowing Limits

- AIC undergraduate students and all other non-AIC patrons may borrow up to 10 items from the circulating collection at a time.
- AIC graduate students may borrow up to twenty-five (25) items at one time.
- AIC employees may borrow up to fifty (50) items at one time. All AIC employees taking classes are considered students and must follow the student loan periods and guidelines.

Fines and Replacement Fees

- Testing materials are \$10.00 per day.
- Course reserves are \$1.00 per day.

Materials are considered lost when they become twenty-eight (28) day overdue. Replacement fees are generated by Shea Library's integrated library system (ILS). A \$5.00 processing fee is also applied. The library may charge replacement fees for any damage while renders the item unusable. The library only accepts replacement fees in exchange for lost or damaged items. Patrons are fully responsible for all library materials charged out to them. If an item is lost, the library will charge the cost of the item plus a processing fee per item. If a lost item is found and returned within 24 hours the cost of the item will be refunded. The processing fee is not refunded. By borrowing material patrons agree to this policy.

All patrons who accrue \$10.00 or more in fines or replacement fees are refused borrowing privileges and access to electronic resources.

Before graduation AIC students must settle all delinquencies with the library or, after thirty (30) days, the business office. Official AIC transcripts may be withheld if charges 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 overdue notices does not absolve borrowers of their responsibility to return items on time.