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## Policy on Circulation and Use of Library Materials

<b>Title:</b>	Circulation and Use of Library Materials
<b>Policy number:</b>	POL 037
<b>Approval(s) required</b>	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
<b>Date of Senate approval if required</b>	27/06/2023
<b>Date of Board approval if required</b>	06/12/2023
<b>Effective date of implementation</b>	Fall 2023
<b>Frequency of review required</b>	Every five (5) years
<b>Replacing or superseding information</b>	This policy supersedes 2018-05-POL-AS/AS Paper No.: 23-108 and 2018-08-POL-AC.
<b>Revision number</b>	
<b>Responsible Office</b>	University of The Bahamas Libraries
<b>Accountable Officer</b>	University Librarian
<b>Related legislation, regulation, policy, or policies</b>	Policy on External Access to University of The Bahamas Libraries and Policy on Inter-Library Loan and Document Delivery Services
<b>Appendix/Appendices</b>	None

### 1. Authority

This policy is under the authority granted in the University of The Bahamas Act, 2016.

### 2. Purpose

This policy establishes guidelines that will maintain effective, efficient, and equitable circulation of library materials to authorised patrons and to allow proper use of University of The Bahamas libraries and property.

### 3. Scope

University of The Bahamas University Libraries (UB Libraries) seeks to provide equitable access to circulating and non-circulating library resources to all library patrons in accordance with the mission of the institution and University Libraries.

#### 4. **Definitions**

- 4.1. Circulation: Borrowing library materials for use outside the library.
- 4.2. Delinquent patron: Patron with outstanding library fines or overdue library materials.
- 4.3. Due date: The date on which library materials shall be returned to the library without penalty.
- 4.4. Library: Any of the constituent library facilities (Harry C. Moore Library and Information Centre, Hilda Bowen Library, Northern Campus Library) of University of The Bahamas.
- 4.5. Library clearance: Confirmation by circulation library personnel that UB students, faculty, staff, and member patrons have no overdue library materials and no outstanding fines or fees.
- 4.6. Library materials: Any print, media or electronic source of information owned by the library.
- 4.7. Library furniture and equipment: All furniture, fixtures, furnishings, equipment effects and chattels in or around any of the University libraries and all computers, media hardware or other devices.
- 4.8. UB Libraries: University of The Bahamas University Libraries
- 4.9. Member Patrons: Alumni, individual, institutional or corporate users who pay a membership fee to access the library and its collections. (See the Policy on External Access to University of The Bahamas Libraries for membership categories that include borrowing privileges at the UB Libraries).
- 4.10. Patron accounts: Account established by the library to record patron borrowing activities.
- 4.11. Personal use: Use of University of The Bahamas resources, for example, computer access for non-UB responsibilities.
- 4.12. Reserve Collection: Materials placed by the library in the Reserve Collection at the Circulation Desk upon the request of a UB faculty or staff member.
- 4.13. Special Collections: Materials housed within University of The Bahamas Libraries Special Collections.
- 4.14. Patrons
  - 4.14.1. Patrons are defined as follows:
    - 4.14.1.1. UB Students (both full-time, part-time and transfer students)
    - 4.14.1.2. UB Faculty and Staff (full-time, part-time, and retired)
    - 4.14.1.3. Member Patrons
      - 4.14.1.3.1. Alumni or public users who have paid an annual fee (which includes borrowing privileges);
      - 4.14.1.3.2. Individual, Institutional or Corporate Member Patrons and Senior Citizens (who have paid annual membership fees);
    - 4.14.1.4. Visiting patrons (Non-paying):
      - 4.14.1.4.1. Primary and Secondary School Students (with the prior permission of the University Librarian or his/her designate);
      - 4.14.1.4.2. Visiting Faculty, Staff and Students (affiliated with an academic unit/department at the University with the prior permission of The University Librarian or his/her designate).

#### 5. **Policy Statement**

##### 5.1. **Policy**

- 5.1.1. Patrons must present a valid UB issued identification to the following:
  - 5.1.1.1. Security personnel upon entering the library or upon request.
  - 5.1.1.2. Any library unit that circulates library items/materials at the time of the request for use or loan of the material.
- 5.1.2. Patrons must present bags/briefcases to security personnel for inspection if requested.
- 5.1.3. Patrons shall handle library materials (books, software, equipment, furniture, and space) with care and shall not remove without proper authorisation, write on, deface, damage, or destroy any library material or space (See the *Guide to the University of The Bahamas Libraries*).

## 5.2. **Borrowing**

- 5.2.1. Privileges
  - 5.2.1.1. Only UB Students, Faculty and Staff and Member Patrons whose membership includes borrowing privileges are eligible to borrow library materials. Borrowing limits shall be assigned by the University Librarian.
  - 5.2.1.2. Visiting patrons are not eligible to borrow library materials.
- 5.2.2. Library materials shall be returned to the appropriate library service desk by library closing time on the due date.
- 5.2.3. Patrons shall be held responsible for all library materials checked out in their names.
- 5.2.4. Patrons may place a hold on library materials that are checked out. Placing the 'hold' will not change the due date but will prevent the current user from renewing the item.
- 5.2.5. Library materials are subject to immediate recall if they are needed for the Reserve Collection.
- 5.2.6. Reserve Collection materials are available for use in the library for two (2) hour loan periods only unless otherwise specified by UB faculty or library personnel.
- 5.2.7. Library materials in Special Collections are available for use in the Special Collections Room only and shall not be removed from that room.
- 5.2.8. Materials in the Reference Collection do not circulate.
- 5.2.9. Print periodicals (bound and loose issues) are available for use in the library only.
- 5.2.10. Circulation of and regulations governing inter-library loan materials are determined by the lending library (See *Policy on Inter-Library Loan and Document Delivery Services*).
- 5.2.11. Restrictions
  - 5.2.11.1. The total number of library materials that may be borrowed shall be subject to borrowing limits, availability and the needs of a specific branch or area and at the discretion of the librarian.
- 5.2.12. Renewals
  - 5.2.12.1. Patrons may renew library materials for an additional two (2) weeks after their due date provided there is no hold on the item. Library materials returned after the due date may not be renewed.
  - 5.2.12.2. Renewals can be made in person, via the user's account in the online public access catalogue, by email at [circulationdesk@ub.edu.bs](mailto:circulationdesk@ub.edu.bs) or by telephone.

## 5.3. **Overdue Materials**

- 5.3.1. The library shall send two (2) overdue notices via e-mail, approximately one (1) month apart, to patrons who fail to return library materials by the due date.
- 5.3.2. Patrons shall be billed for overdue library materials as per the fee schedule in effect at the time.
- 5.3.3. Library materials that have not been returned within thirty (30) days after the due date are automatically presumed lost, and the patron shall be responsible for the payment of the replacement cost plus the per item processing fee and all accumulated overdue fines.
- 5.3.4. Patrons with delinquent accounts will be blocked from borrowing additional library materials until they have returned outstanding library materials and/or have paid all fines/fees.
- 5.3.5. Repeated loss or late return of library materials may result in the suspension or cancellation of the patron's borrowing privileges.

#### **5.4. Lost and/or Damaged Materials**

- 5.4.1. Patrons must report lost or damaged (for example, soiled) library materials (for example, chairs) to the library staff at the circulation desk immediately.
- 5.4.2. Patrons must provide the Deputy Librarian or Branch Librarian with a copy of the written police report documenting the theft of any library materials reported as stolen.

#### **5.5. Fines and Fees**

- 5.5.1. Patrons are subject to and responsible for all fines and/or fees for library materials checked out under their library accounts.
- 5.5.2. Fines and fees shall be assessed for overdue returns and for lost or damaged library materials as per the fee schedule in effect at the time. Unpaid fines and fees will be reported to the UB Business Office, and a hold will be placed on the patron's account in the Business Office.
- 5.5.3. Fines and/or fees that are five dollars (\$5.00) or less may be paid in cash only at the Circulation Desk during regular library hours; fines/fees in excess of five dollars (\$5.00) must be paid at the UB Business Office during normal working hours using the fine receipt supplied by the library.
- 5.5.4. Patrons shall be given a printed library receipt upon payment. Patrons making payments at the UB Business Office must show the receipt to the Circulation Desk to have their account cleared.
- 5.5.5. University of The Bahamas reserves the right to adjust library fees and fines from time to time. Changes shall be published at the Circulation Desk at each library and via the University's and library's web pages.

#### **5.6. Library Clearance**

##### **5.6.1. UB Students**

- 5.6.1.1. UB students must obtain library clearance before registering for classes, applying for graduation, receiving transcripts, or collecting diplomas. Requests for library clearance must be made in person at the Circulation Desk at the Harry C. Moore Library and Information Centre or the UB-North Library during regular library hours or by email to the Circulation Librarian using the Security Deposit Refund Request Form.
- 5.6.1.2. Patron accounts shall be cleared when all library materials have been returned to the library and all library fees and fines have been paid in full.

##### **5.6.2. UB Faculty and Staff**

- 5.6.2.1. University of The Bahamas shall deduct outstanding library fines and fees from the final

pay cheques of faculty and staff who resign or retire from the University without returning library materials and/or paying outstanding fees and fines.

5.6.3. Member patrons (UB alumni and members of the general public, excluding visiting faculty, staff and students)

5.6.3.1. Member patrons must obtain library clearance at the Circulation Desk before renewal of their membership will be considered. The stamped Library Clearance Form along with membership fees are to be presented at the Business Office to have the membership renewal processed.

5.6.3.2. Member patrons who return library materials after the due date twice during their annual membership period shall be required to pay an additional fifty dollars (\$50) to their annual membership fees that year.

## 5.7. Penalties

5.7.1. Library borrowing privileges are not transferable; patrons found in violation will have their library privileges suspended or cancelled immediately. Patrons who violate this policy may be subject to disciplinary action which shall include, but shall not be limited to, the suspension or cancellation of borrowing privileges, denying entry into the library, criminal prosecution or civil proceedings.

5.7.2. The University Librarian will inform patrons of any disciplinary action by electronic mail and letter.

5.7.3. Patrons who are subject to disciplinary action may appeal in writing to the University Librarian within thirty (30) days of the date of the email informing them of such action. The University Librarian shall consult with the Library Management Team and the University's Disciplinary Board on all appeals. The decision of the Library Management Team and the Board shall be final. Patrons who are subject to criminal or civil proceedings by the University shall have all borrowing privileges and access to the libraries suspended, pending the outcome of such proceedings.

5.7.4. UB Libraries in conjunction with UB Campus Police may bring disciplinary action, including criminal prosecution or civil proceedings, against patrons for any actions or omissions that are deemed to be contrary to the interests, integrity and safety of the library and its patrons. Patrons are referred to the Library Code of Conduct for details of infractions and consequences.