

Circulation Policy

An overview:

Circulation acts as custodian of the Libraries physical collection. This department lends books to students, faculty, staff, active alumni and patrons that present a valid SUNO ID, Government Issued Photo ID, or Louisiana Academic Library Information Network Consortium (LALINC) card w/ photo id from member libraries. It keeps a record of what items are checked out, who has them and when they are due to be returned. Circulation is responsible for staffing the information desk, maintenance of the stacks, maintenance of reading areas and assisting patrons in utilizing the library. The Circulation Librarian works cooperatively with other librarians to effectively and efficiently carry out the various programs and services of the University Library.

LOAN POLICY

Eligibility:

The Library is open to all residents of the community and lends books to Southern University at New Orleans employees, faculty and staff, currently enrolled students, alumni with a current alumni membership card, LALINC card holders, Upward Bound faculty and students and Signature School faculty on campus.

Length of Loans, General Collection

1. Faculty and Staff of the University - Semester
2. Students, Alumni, LALINC Card Holders, Upward Bound, Signature School Faculty - 21 days.
3. Upward Bound Students - 14 days

Renewals

Books may be renewed, unlimited, if there are no holds, recalls or requests placed on the books.

Borrower's Responsibility

1. Borrowers are responsible for all items borrowed on their cards, including the fines charged for overdue materials and replacement costs for items lost or damaged.
2. Borrowers are responsible for keeping their registration current. Any borrower whose library notices are returned as undeliverable may be blocked from the use of library services until the account address information is updated, even though all other library obligations are cleared.

Library privileges and registration privileges may be withheld for students with unmet library obligations.

4. Lost and/or Damaged Materials

- a. A Patron may be assessed the retail replacement cost plus a service charge for processing and cataloging expenses of any item lost or damaged beyond repair while in the patron's custody.
- b. An average book price (currently \$30.00) plus a service charge for processing and cataloging expenses of any item lost or damaged beyond repair while in the patron's custody may be assessed to the patron if a current replacement price cannot be ascertained.

Borrower's Confidentiality

The borrowing records of individual patrons concerning the type of material and/or specific titles borrowed will be considered confidential by the Leonard S. Washington Memorial Library. Only the Director may authorize the dissemination of this information to a third party. This will be done only when required by law.