



Saint Martin's UNIVERSITY

O'Grady Library Circulation Policy

O'Grady Library provides access to physical and online materials for current faculty, students, staff, and members of the monastic community to use in their academic or personal research. In addition, O'Grady library participates in the Summit reciprocal borrowing program with other member institutions in the Orbis Cascade Alliance and provides borrowing and lending through traditional interlibrary loan, greatly expanding the breadth and depth of resources available to support our students and faculty. Alumni and community members are welcome to use Saint Martin's library resources as well, but with the limitations described below.

Library accounts

Current students, faculty, and staff, and members of the monastic community use their Saint Martin's ID to borrow physical materials from the library and their network account to access online resources and their library account. Students must be currently enrolled in classes in order to have an active library account.

Summit visiting patrons are students, faculty, and staff who are currently enrolled or employed at Orbis Cascade Alliance member institutions. This "Visiting Patron" service includes borrowing materials from Saint Martin's local circulating collections and making Summit requests.

Alumni and community members may apply for a "Monk card" at the circulation desk, with which they can borrow most Saint Martin's print materials and have limited access to university databases through selected library computers or their own device connected to the O'Grady Library guest wireless network. Alumni and community members may not check out equipment, media, reserves, or group study rooms and they may not submit Summit or other interlibrary loan requests.

Summit and traditional interlibrary loan

Through Saint Martin's membership to the Orbis Cascade Alliance, the university's students, faculty, and staff, and members of the monastic community may borrow physical materials from member libraries through a consortial system called Summit. The library also participates in traditional interlibrary loan borrowing and lending that can provide access to academic journal articles, books, and other materials when not available from Orbis Cascade Alliance partner libraries.



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Reserves

O'Grady Library course reserves supports faculty by providing students access to typically supplemental course-related materials. Items placed on reserve may include library or personal copies and should be provided to the library at least a week before students are required to have access. Faculty should bring all reserve material, with completed reserve forms, to the Circulation desk. At the end of each semester, faculty will be notified by email to pick up their personal reserve materials; if not picked up within one week, materials will be returned to faculty through interoffice mail.

- Copyright law must be observed when putting materials on reserve.
- Materials from other libraries may not be placed on reserve.

Loan periods – O'Grady Library and Abbey materials

| | Faculty | Staff & monastic community | Students | Summit visiting patrons | Alumni & community members |
|---|----------------------------|----------------------------|--------------|-------------------------|----------------------------|
| DVDs | 6 days, with one renewal | 6 days | 6 days | 6 days | N/A |
| Equipment—laptops & tablets | Same day | Same day | Same day | N/A | N/A |
| Equipment--other | 6 days | 6 days | 6 days | N/A | N/A |
| O'Grady library and Abbey library books & CDs | Semester, with one renewal | Semester | Semester | 6 weeks | 6 weeks |
| Periodicals | In-house use | In-house use | In-house use | In-house use | In-house use |
| Reference | Same day | Same day | In-house use | In-house use | In-house use |



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|----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Reserves | 3 hours/3 days | 3 hours/3 days | 3 hours/3 days | N/A | N/A |
| Special collections | In-house use by appointment | In-house use by appointment | In-house use by appointment | In-house use by appointment | In-house use by appointment |

- Renewals are only available where indicated above.
- Course reserves loan periods (3 hours or 3 days) are determined by the faculty member.

Loan periods – Summit and traditional interlibrary loan

| | Faculty | Staff & monastic community | Students | Summit visiting patrons | Alumni & community members |
|---|--|--|--|--------------------------------|---------------------------------------|
| Summit -- long loan | 6 weeks | 6 weeks | 6 weeks | 6 weeks | N/A |
| Summit -- short loan (typically media) | 6 days | 6 days | 6 days | 6 days | N/A |
| Traditional interlibrary loan | Typically 4 weeks , as determined by lending library | Typically 4 weeks , as determined by lending library | Typically 4 weeks , as determined by lending library | N/A | N/A |

- Summit items cannot be renewed.
- Traditional interlibrary loans can request a renewal; approval is at the discretion of the lending library.

Loan limits – items checked out at one time

| | Faculty | Staff & monastic community | Students | Summit visiting patrons | Alumni & community members |
|--|----------------|---------------------------------------|-----------------|--------------------------------|---------------------------------------|
| Total – local and ILL materials | 200 | 200 | 200 | 200 | 5 |



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Past due materials

Patrons are responsible for returning items when due. As a convenience, the library will send courtesy reminders and overdue/lost notices.

- Materials will be considered overdue if not returned by the date *and time* due.
- Materials will be considered lost if not returned within two weeks of the due date, and the patron's account will be charged a lost item replacement fee and a processing fee. (See table below.) If the item is subsequently returned and it is within two months of the due date, the lost item replacement fee may be refunded at the discretion of the library. Lost item processing fees are non-refundable.
- If a patron's fine balance exceeds \$15, further borrowing is blocked.
- Unpaid student fines and fees equal to or exceeding \$15 will be sent to student accounts after thirty days. At this time, fines will be considered paid and marked as such in the student's library account.
- Lost and late fees are the responsibility of individual staff or faculty members, and should be paid to the library.
- Community members will be notified via email of late or lost fees. Unpaid bills can be sent to a collection agency.

Fines and billing

| | Overdue rates | Replacement fees for lost or damaged items | Lost or damaged item processing fees (non-refundable) |
|---|---------------|--|---|
| DVDs | \$1 per day | \$75 | \$15 |
| Equipment – laptops & tablets | \$1 per hour | Cost of replacing the item | \$15 |
| Equipment -- other | \$5 per day | Cost of replacing the item | \$15 |
| O'Grady library and Abbey library books & CDs | N/A | \$75 | \$15 |
| Periodicals | N/A | \$75 | \$15 |



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| | | | |
|--|-------------|----------------------------------|-----------------------------------|
| Reference | N/A | \$75 | \$15 |
| Reserves | N/A | Cost of replacing the item | \$15 |
| Special collections | N/A | Cost of replacing the item | \$15 |
| Summit loans | \$1 per day | \$75 | \$15 |
| Traditional Interlibrary Loan | \$1 per day | Determined by lending library | Determined by lending library. |

- Replacement copies will not be accepted instead of fines.
- Replacement costs will be determined by price of new item for most materials (except special collections).

*Approved 6 March 2018.
Faculty Library Committee*