

# McFarlin Library

## The University of Tulsa

### Access Services Policies

#### Circulation Desk Location

The McFarlin Library Circulation Desk is located on the Main Level just inside the Main Lobby area of the Library.

#### Circulation Desk Hours

The Circulation Desk provides services during all hours that McFarlin Library is open. For current hours please see the McFarlin Library Current Hours of Operation (<http://www.lib.utulsa.edu/hours/index.htm>). Circulation Desk hours vary during intersession periods, university holidays and summers.

#### Telephone Numbers and E-mail Addresses

- Circulation Desk: (918) 631 - 2873
- Library Hours: (918) 631 -5029
- Library Fax: (918) 631 - 3791
- Web Renewals: My Library (<http://library.utulsa.edu/patroninfo>)

#### Library Access Policy

All patrons entering McFarlin Library MUST have a current valid TU ID Card or a Library Associate Membership Card to be able to use the facilities. Visitors and other individuals who wish to use the facilities must check in at the Circulation Desk. Visitors using the library are allowed one visit per year for research and evaluation purposes. Individuals interested in additional use of the library may pick up a Library Associate Membership application at the Circulation desk. Computer Lab facilities are restricted to current TU students, faculty, and staff.

#### Borrowing Privileges

Books may be borrowed by individuals who present a current valid TU ID or a Library Associate Membership Card with circulation privileges.

#### Loan Periods

##### Main Collection:

Loan Periods for regular circulating materials:

Students & University staff	28 days
Graduate students	90 days
Faculty	112 days
Library Associates	14 days

\*Certain materials such as Media Services, Browsing Collection, etc. have shorter checkout loan periods.

\*Journals, magazines, and microfiche materials do not circulate.

\*All materials are subject to recall.

### **Reserve Collection:**

Loan periods vary depending on type of materials and request of faculty placing items on reserve:

- 2-hour, restricted to library use only
- 2-hour, overnight, if charged out within the last 2 hours before closing
- 1-day, 3-day, 7-day, or 2-week.

\*Fines for Reserve materials returned late are \$1.00 per hour up to a maximum of \$6.00 per item.

\*Reserve materials are not recallable or holdable.

\*For more information about Reserves please see the Reserves Page (<http://www.lib.utulsa.edu/reserves/index.htm>).

**NOTE: Materials in Special Collections do not circulate.**

### **Renewal Policy**

Normally, Main Collection library books may be renewed up to three times after the initial loan period, providing they are not held, recalled, "lost", interlibrary loan materials or reserve items. Patrons may go to My Library (<http://library.utulsa.edu/patroninfo>) to view their library account and renew materials that are available for renewal. For more information on Interlibrary Loan Renewals, please visit the Interlibrary Loan Page (<http://library.utulsa.edu/screens/ill.html>).

### **Book Limits**

Faculty	200 books (may be increased on request)
Graduates	200 books
Undergraduates and Staff	100 books
Complimentary Library Associate Member Card users with	5 books

Circulation  
Fee based Library Associate  
Member Card users with                      10 books  
Circulation

## **Overdue and billing procedure**

ALL patrons will receive an overdue notice reminder via their TU email one day after the original due date. The notice states that the materials should either be renewed or returned along with instructions on how to renew the materials. If any information on the notice is incorrect, please contact the Circulation desk immediately to resolve the issue.

A second overdue notice is sent one week after the initial overdue notice has been sent again reminding the patron that the materials are overdue and must be either renewed or returned. Two weeks after the second overdue notice has been sent, and if the materials have not been renewed or returned, a billing statement is mailed to the patron listing the charges for the unreturned materials. Patron accounts (except faculty) are blocked at this point and restricted from services such as Interlibrary Loan.

If the billed materials are returned, in most cases, all charges are dropped from the patrons account. At the end of each semester, all outstanding bills are sent to the Bursar's office and added to the patron's University account (including faculty). The University collects these charges through various means, however if the materials are returned within a reasonable period, in most cases, all bills are dropped and monies collected are refunded to the patron.

## **Fine & billing policy**

### **Main collection material fines:**

Currently, McFarlin Library does not charge fines on overdue materials, however if the materials remain unreturned the library will bill the patron for the materials (see below)

### **Reserve material fines:**

\$1.00 per hour up to a maximum of \$6.00. If materials are not returned, the actual or default replacement price will be charged.

### **Unreturned materials:**

- Main collection materials: If a book becomes 3 weeks overdue, all patrons are billed for the replacement of the material (actual cost or if undetermined a default of \$50.00), plus a \$10.00 cataloging fee plus a \$3.00 billing fee.
- Replacement cost of a reserve photocopy is \$6.00.

When lost materials are returned after billing, patrons are credited with all replacement costs (except in limited circumstances).

**Students, staff, and faculty members are charged for unreturned, lost or damaged books checked out on their IDs.**

## **Damaged Materials**

If a book becomes damaged, or if part of the material (such as a disc) is not returned with the material, the Circulation Supervisor will determine the extent and cost of the damage and place a billing charge on the patrons' account. Damaged materials billings are nonrefundable.

## **Recall/Hold policy**

Recalled books are those that have been requested by another library user. Books may be recalled after 14 days. All books are recallable at any time from any patron.

A hold may be placed on books that someone else has checked out. When the book (or books) is returned, it will be kept at the Circulation Desk and the person who has placed the hold on it will be notified to come in and check out the book.

Circulation privileges are suspended (except for faculty) when books are not returned by the recall due date.

To recall and/or place a hold on a book that someone else has checked out, contact the Circulation Desk, 918-631-2873.

## **Faculty**

**Overdue fines:** are not charged to TU faculty members.

**Unreturned materials:** are charged to the faculty member's account. When a "lost" or unreturned book is returned after billing, you are credited with the full billed amount of the material including all fees.

## **Associate Membership Card Holders**

Borrowing privileges are blocked if books become "billed" or if other charges accrue.

## **Book Returns**

Book returns are located at the Circulation Desk located on the Main Level. An outside book drop is located on the south side of the building at the Main Level Entrance. All reserve materials must be returned to the Circulation Desk.

For information about the Law Library's Circulation Policies, please visit the Mabee Legal Information Center website (<http://www.law.utulsa.edu/library/>).

For more information about McFarlin's Access policies, please contact:

**Mary Evans, 918-631-2829**  
**[mary-evans@utulsa.edu](mailto:mary-evans@utulsa.edu)**  
**Head of Access Services**