



University Libraries Borrowing Agreement Policy

Recognizing that The University Libraries (Jackson Library and the Music Library) have special resources of interest and value to those outside of the UNCG community, we willingly make their resources available. We do require, however, compliance with the policies set forth in this borrowing agreement.

Faculty may borrow materials after completing a University Libraries borrower's application and presentation of proof of employment along with a picture identification card, such as a school identification card or unexpired state or federally issued picture identification. You may opt to send us yearly a list of the faculty members you wish to authorize for borrowing. A qualifying picture identification card must be presented each time a faculty member comes to borrow material. Faculty borrowing privileges expire on the last Friday in August each year. We will renew privileges upon the borrower's proof of continued employment unless notified otherwise by the home institution.

Students may borrow materials after completing a University Libraries borrower's application and presentation of an official letter of referral signed by your Librarian or another person you wish to designate, along with a picture identification card, such as a school identification card or unexpired state or federally issued picture identification. A letter of referral specifying the subject area needed and the qualifying picture identification card must be presented each time a student comes to borrow material. Referral to The University Libraries should be only for materials unavailable at your institution or the public library.

Loan Policies:

- Material is loaned for 3 weeks and may be renewed by bringing the material to the circulation desk of the lending library. There is a 25 item check out limit.
- Overdue fines are \$.25 per day per item. There is a grace period of 4 days after the due date during which no overdue fines are charged if items are returned within the 4 days. Beginning on the 5th day overdue, fines are charged retroactive to the first day overdue, i.e. on the 5th day overdue the fine is \$1.25 with \$.25 incrementing each day thereafter up to the maximum of \$10 per item. A non-refundable billing fee of \$10.00 per item is assessed for each item which becomes 40 calendar days overdue
- Two overdue notices are sent to the borrower (one when an item is 3 days overdue, the second when an item is 24 days overdue). A bill for replacement charges is sent to the borrower when the item is 40 days overdue. If charges are not paid, the bill will be turned over to the home institution for reimbursement.

- All items borrowed are subject to recall 21 days after the initial loan date and to immediate recall if requested for course reserves. Borrowers who do not return recalled items may be subject to fees in addition to any overdue or billing fees incurred.
- All notices and bills are emailed to the addresses given to us at registration; if no email account is given, notices are printed and mailed to the given home address. Failure to receive overdue notices or bills does not absolve users from the responsibility to return overdue or recalled items or to renew overdue items on time.
- When billed items are returned, only the overdue fine and billing fee are charged. Our goal is to have material returned to be available for other patrons.
- An individual's borrowing privileges are suspended when bills or fines are owed or items are overdue.

Your institution is ultimately responsible for any unpaid fines, fees, and lost material charges for your faculty and students in the event that the borrower fails to clear his/her account. This policy insures the replacement of lost material and that non-UNCG clientele are treated in the same fashion as our own faculty and students.

Your faculty and students, of course, are welcomed to use materials in our library when it is open. We will be glad to extend borrowing privileges if you wish. If you have any questions, please call me at 336.334.5492 or email me at clgriffi@uncg.edu.

Cathy Griffith
Interim Head, Access Services
June 4, 2008