

Access and Circulation Policy

Access Policy (*Who is allowed to access and use the Library*)

The University Library only allows approved users to access and make use of its facilities. These approved users include:

- Registered students
- University Staff
- Approved visitors from other institutions

Library Registration

Patrons are responsible for providing correct information when filling in the Library Registration Form. Any changes to the information should be reported to the Library Circulation Desk to ensure that a patrons Library record is kept up to date.

Borrowing Privileges

All current Lufkin State University students, academics and non academics staff may check out materials using their university ID cards (Staff & Student).

Visitors may not:

- Borrow materials from the library
- Access electronic resources from off campus

Checking Out Materials

To be able check out materials in one's name, one should produce or show a current/valid LSU ID card. An individual is responsible for any materials issued or checked out in their names.

Checking In Materials

Materials being returned to the Library must be brought to the circulation desk where the materials were checked out.

Non-Issuable Materials

These are materials that cannot be issued out to patrons and may only be used within the Library. These materials include:

- Newspapers
- Printed Journals

- Reference materials
- Electronic Media (CDs/DVDs)
- Past Examination Papers

Confidentiality of Patron Records

The Library staff is not allowed to disclose any patron information to anyone. The information may include patrons borrowing records, financial history with the Library, or any address contained in the patron database.

Such information may only be released with authorization from the Librarian after he/she has verified the need of that information to be divulged and also with the patrons' written consent to who the information should be provided to.

Online Resources

To access LSU electronic databases, one should be an LSU student or staff member. The resources are only available on the University's campuses through an IP address. But for those that can be accessed off campus there is need for usernames and passwords to be able to access the databases.

Renewals

The renewal of materials is not allowed. The only time one is allowed to renew material(s) is when the material(s) have multiple copies still within the Library collection. This is only done at the Circulation Desk when an individual has brought the material(s) to the Library.

Holds

An individual may place a hold on material that has been checked out. When the material is ventured the individual is given three (3) days to come and collect the material as the individual will be aware when the material will be due to be returned to the Library. If the material is not collected within the three the material is then given to the next person that would have placed the material on hold. If no individual has the material on hold, the material will be reshelved. A hold can be placed in person at the circulation desk.

Recalls

The Library may recall materials that have been issued out to individuals, if the materials are on high demand from other Library patrons. The Library maintains the right to recall the material(s) and place them in the Reserve Section so that equal access to materials is ensured.

Overdues, Fines and Fees

Fines accumulate on a daily basis, including weekends and holidays. For materials in the Reserve Section fines are accumulated on an hourly basis, including weekend and holidays. Grace periods are not accepted as the fines are computer system generated.

Materials that are returned damaged are assessed and a fee is charged accordingly to ensure that the material is repaired

Materials reported lost to the Library prior to their due date will not accumulate any fine for being overdue but will only attract fees for lost material replacement or material value and a processing fee.

Notices

The Library is not responsible for unread notices that have been posted by the Library Department. Consequences that come with not reading notices will be faced by the Library patrons.