

Smith Library – Circulation Services Policy

Circulation Service is the department within the library that “checks out” all circulating library materials. Circulation Services also maintains the organization of the collection through re-shelving and organizing the collection in conjunctions with the technical services department. Since this department is often the first area that a patron will go to ask a question or get help finding materials it is also regularly staffed by student workers and the department is open whenever the library is open.

Borrowing Library Materials

Patron of High Point University (staff, faculty, students, alumni and friends of the library) that have a valid University ID may “check out” library materials. This includes RESERVES and SERIALS that are housed at the Circulation Desk and can be viewed with the library.

The regular loan periods for books are 21 days for students and 90 days for faculty. Other loan periods include:

Leisure Books	14 days	Audio Books	14 days
Ed Text Books	3 days	Big Books	7 days
DVDs and CDs	2 days		

Borrowers are responsible for all materials checked out on their ID and patrons should report the loss or theft of an ID immediately. Patrons will be held responsible for any items charged to your record if we are not notified.

Outside Borrowers

Smith Library allows some area schools and patrons to borrow materials. They are as follows:

- Piedmont Area School Teachers
- Clergy
- High School Students
- University of North Carolina at Greensboro
- North Carolina A&T State University
- Guilford Technical Community College
- Shaw University
- John Wesley College

Please call 336-841-9102 for further information concerning our check-out procedures.

Renewals and Holds

Most books can be renewed twice. Books may be renewed by using the Online Library Catalog.

High Point University	user ID: <input type="text"/>
	PIN: <input type="text"/>
	<input type="button" value="Login to iLink"/>

To be able to **renew library materials** that you have checked out or to **put holds on items** go to our library web page and click on “search the catalog” and then enter your ID number (found at the bottom of the ID) and your four digit PIN number and click-on “**Login to iLink**”. You can also renew books by phone or at the library.

Overdue Books and Fines

A Patron's borrowing privileges are suspended once 2 books become overdue and/or fines of \$2.00 are owed. Fines are 10 cents per day. Reserves, Educational textbooks and serials have different fine amounts. Fines stop accruing upon the return of overdue books.

Notices concerning overdues and fines are generally sent out once a week. Smith Library sends these as a courtesy, but the patron is responsible for knowing when his or her books are due back.

Any senior or graduating student owing monies to the library will have their diplomas held until their fines are paid.

Replacement Costs

Once a book is overdue for 30 days a replacement cost is billed to the patron. The replacement cost is generally \$50.00 per book.

Locating Books

If you cannot find a book in the stacks, please come to the Circulation Desk, We will try to locate it for you or let you know the status of it.

Reserves

Reserves are housed behind the Circulation Desk. A university ID is required to check these out.

Loan periods for reserves are:

- Closed - These are for 2 hour in house use and are not to be taken from the library. Fines are 25 cents per hour.
- 1, 2, 3, 7 Day - These may be taken out of the library for the specified days. Fines per day are \$1.00.

There is a limit of 2 items per check out. We will need to know the professor's name, class number and reserve title.

Serials

Unbound journals, magazines, and micro-forms are housed behind the Circulation Desk. A University ID is required to check out these items. They are not to be taken from the library. Circulation is for 2 hours.

Photocopiers/Microform/Network Printers

The photocopiers, microform, network printers are located near the Circulation Desk. The equipment is operated by using a copy card that is purchased from a vend unit located near the copiers. The Circulation Desk will assist you in using these copiers.