

## **Smith Library – Circulation Services Policy**

Circulation Service is the department within the library that “checks out” all circulating libraries materials. Circulation Services also maintains the organization of the collection through reshelving and organizing the collection in conjunction 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**

Patrons of High Point University (staff, faculty, students) that have a valid University Passport ID may “check out” library materials.

#### **Loan periods**

- Books – 28 days
- New Fiction - 14 days
- New Books – 28 days
- Audio Books - 14 days
- Juvenile Books – 28 days
- Ed Text Books - 7 days
- Big Books 7 days
- DVDs - 3 days
- CDs – 7 days
- Music Scores – 28 days
- Laptops/Netbooks – 4 hours
- TI-89 and basic calculators – 4 hours
- Headphones- 4 hours in library use only

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 their record if the library is not notified.

### **Outside Borrowers**

Smith Library is a participating library with TALA (Triad Academic Library Association). Students and Faculty from the following TALA libraries have borrowing privileges:

- Alamance Community College
- Bennett College
- Elon University
- Forsyth Technical Community College
- Greensboro College
- Guilford College
- Guilford Technical Community College
- NC A&T State University
- Salem Academy/College
- UNCG
- NC School of Arts
- Wake Forest University
- Winston-Salem State University

Please use the following link for guidelines:

<http://library.highpoint.edu/circulation/circulation.html#tab5>

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

**Renewals**

Books can be renewed twice. DVDs are non-renewal with the exception of HPU faculty and staff (one renewal). Items with holds cannot be renewed.

**Holds**

Holds on books and DVDs can be placed by searching for the item through the library's catalog or using My Account. You will need your User name (Passport ID 7 digit number) and password.

For a video tutorial, use the following link:

[http://www.youtube.com/watch?v=dUZhyC8tutE&feature=player\\_embedded](http://www.youtube.com/watch?v=dUZhyC8tutE&feature=player_embedded)

**Overdue Materials**

\$15.00 or more in charges will result in a suspension of borrowing privileges from the University libraries as well as the Concierge Desk and the IT Helpdesk.

**Replacement Costs**

**Replacement costs for items checked out to the patron are billed to the patron's business office account once items become long overdue.**

**Payments**

The library accepts the HPU Passport Card (general funds) for any library charges. Payments are only accepted at the Smith Library Circulation desk.

**Locating Books**

Ask at the circulation desk for assistance in locating books.

**Reserves**

Book reserves are housed behind the Circulation Desk. Your HPU Passport ID is required to check these out. Electronic reserves can be accessed by going to the library's webpage and clicking on Course Reserves under the Services tab. You can retrieve e-reserve by entering the professor's name or course.

**Photocopiers /Network Printers**

The photocopiers and network printers are located near the Circulation Desk and the Powell Room. Copying is free at these printers and copiers.