

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 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

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 – 4 hours

TI-89 and basic calculators – 4 hours

Headphones- 4 hours in library use only

**HPU faculty borrowing periods may differ.*

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.

Renewals

Most books can be renewed once. Most DVDs are non-renewal. You can renew items online using your [library account](#), or contact the Circulation Desks at Smith (336-841-9102) or the Martha Luck Comer Learning Commons (336-841-9002) or stop by the desks for renewals. Items with holds cannot be renewed.

Holds

Library books and DVDs can be placed on hold either by searching for the item through the library's catalog or using My Account. You will need your User name and password.

Overdue Books, Fines, and Replacement Costs

All material on a library account are subject to replacement cost and/or fines if not returned or returned late. Charges are sent to Student Accounts normally twice a semester.

Payments

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

Reserves

Reserves are housed behind the Circulation Desk and Open Reserves are near the desk. Your HPU Passport ID is required to check out reserves behind the desk. Digital reserves can be found by searching the course reserves link. This link is found on the library's webpage.

Loan periods for reserves are:

- Closed - These are for 4-hour in house use and are not to be taken from the library.
- 1, 3, 7 Day - These may be taken out of the library for the specified days.
- Open Reserves are browsable, but remain in the library

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

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.



Photocopiers /Network Printers

The photocopiers and network printers are located near the Circulation Desk and the Powell Room. Color printing is located next to the circulation desk and on the first floor. Copying is free at these printers and copiers.

TALA- Triad Academic Library Association

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

NC School of Arts

Salem Academy/College

UNCG

Wake Forest University

Winston-Salem State University