

# Hinkle Memorial Library

## Circulation Policy



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## Circulation Periods and Access Privileges by Type of Borrower

<b>Borrower type</b>	<b>Book loan period</b>	<b>Video loan period</b>	<b>Interlibrary loan privileges</b>	<b>Fines</b>	<b>Library card renewal status</b>
Alfred State Student	28 days	10 days	Yes	Yes	2-4 years, depending on graduation date
Alfred State Faculty/Staff	56 days	10 days	Yes	No	15 years
Alfred University Student	28 days	10 days	No	Yes	1 year
Alfred University Faculty	28 days	10 days	No	Yes	1 year
General Public	28 days	10 days	Yes, at librarian's discretion	Yes	1 year
Open Access	28 days	10 days	No	Yes	1 year

*Note: The terms "Patron" and "Borrower" may be used interchangeably.*

## Library Card Registration Guidelines:

1. Library cards and borrowing privileges at Alfred State can be obtained free of charge.
2. The Alfred State ID card is used as a library card for currently registered Alfred State students, faculty, and staff. The General Public Library card is used by all other borrowers.
3. New borrowers, other than those affiliated with an Alfred State issued ID, must provide proper identification when applying for a library card. Proper ID includes driver's license, College ID, passport, etc. A valid phone number is needed.

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## Patron Responsibilities:

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1. Patrons must present their ASC ID, library card, driver's license, or other ID when requesting to borrow or use library material.
2. All library privileges are granted only to the person named on the library card; therefore, all books and cards are non-transferable.
3. Patron is responsible for the care of and on-time return or renewal of library material charged to his/her library card.
4. Patron must return material by date due if item is recalled for use by other borrowers.
5. Patron is responsible for payment of overdue fines.
6. Patron is responsible for payment of all library materials and processing fees associated with items lost by borrower.

## Access to Electronic Resources:

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Subscription based electronic resources available through the library's Web page are available for on- or off-campus use by current Alfred State students, faculty, and staff.

## Overdues, Fines, & Fees:

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Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices, fines, and bills please renew your material before the date stamped in each item or return an item before the due date. **Faculty/staff are not currently charged overdue fines, but are responsible for replacement costs of lost or damaged materials.**

### Regular Circulating Items: Books & AV: **\$0.25 per day**

When unpaid fines reach a total of \$15.00, a Hold will be placed on the borrower's library account and student record. These Holds will restrict borrowing privileges at the Library and will prohibit the borrower from requesting transcripts until the fines and fees are paid.

### Overdues:

1. The first overdue notice is sent during the 3 day grace period after the due date. During this 3-day period Borrowers can return items with no charges. The first overdue notice appraises Borrowers of the fines and fees that will be charged if the materials are not returned.
2. The second overdue notice is sent 10 days after the due date.
3. The third overdue notice is sent 17 days after the due date.
4. **Students** -- 27 days after the due date the items will be considered lost. A Hold will be placed on the borrower's library account and student record. These holds will restrict borrowing privileges at the Library and will prohibit the borrower from requesting transcripts until the items are returned and the fees are paid. The borrower will be billed for the replacement cost of the item or, if not available, the cost of a comparable item, plus a processing fee of \$25 for each item. The Library may assess a higher replacement cost in special circumstances. Borrowers cannot return replacements purchased elsewhere, without prior authorization of the library director or director's designee.
5. **Faculty** – 90 days after the due date the items will be considered lost and the borrower will be billed for replacement charges plus a processing fee. All borrowing privileges will be revoked.

## End of Semester:

1. Students are required to return all library materials on the last day of class.
2. Overdue notices are sent to all students who do not return library materials on the last day of class and holds will be placed on the borrower's library account and student record. These holds will restrict borrowing privileges at the Library and will prohibit the borrower requesting transcripts until the items are returned and the fines and fees are paid

## Reserves: **\$15.00 per day**

1. Students who keep Reserve materials beyond the due time/day will have a hold placed on their student library account and student record. These holds will restrict borrowing privileges at the Library and will prohibit the student from requesting transcripts until the items are returned and the fines and fees are paid. University Police will be contacted to retrieve the items and a \$25.00 library processing fee will be added to the fine amount.
2. Reserve items that are not returned after the process in step 1 above, will be considered lost. In addition to the accrued fines and fees, the borrower will be billed for the replacement cost of the item or, if not available, the cost of a comparable item. The Library may assess a higher replacement cost in special circumstances. Borrowers cannot return replacements purchased elsewhere, without prior authorization of the library director or director's designee.

## Alfred University Libraries:

1. Alfred State students and faculty/staff who borrow library materials from the Alfred University Herrick or Scholes libraries are required to abide by the lending library's circulation policies.
2. Overdue notices are sent to all Alfred State College students who do not return Alfred University library materials. Once Alfred State College library personnel are contacted, a \$25.00 Hinkle Library processing fee is enacted. A Hold for the replacement costs plus the \$25.00 processing fee will be placed on the student's Alfred State library account and student record. These holds will restrict borrowing privileges at the library and will prohibit the student from requesting transcripts until the items are returned to the Alfred University libraries or the replacement costs are paid and the \$25.00 processing fee is paid.

## Interlibrary Loan

1. Alfred State students who borrow interlibrary loan library materials are required to abide by the lending library's circulation policies.
2. Overdue notices are sent to all Alfred State College students who do not return interlibrary loan materials. After the third overdue notice, a hold will be placed on the student's Alfred State library account and student record. These holds will restrict borrowing privileges at the Library and will prohibit the student from requesting transcripts until the items are returned and the fines and fees are paid.

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## Lost or Damaged Materials:

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Patrons who have lost or damaged materials **or who have not returned items 90 days after the due date** will be billed as set forth in the table below. Prior to the final payment, the library is willing to discuss payment options. No refunds will be issued after payment has been made.

Item	Charges for replacement
In-print books	Current replacement cost, or cost of comparable item, plus \$25 processing fee
Out-of-print books	Price listed by out-of-print book dealer, or average cost of titles purchased in the subject area, plus \$25 processing fee
Periodicals	Replacement cost, or pro-rated current subscription cost, plus \$25 processing fee
Interlibrary Loan	Replacement charges are set by the lending institution
Audio & Visual	Includes DVD, VHS, and CD. Current replacement cost of item, or comparable item, plus \$25 processing fee
Laptop	Replacement cost as set by Computer Center plus processing fee.
Casual corner item	Current replacement cost, or cost of comparable item.
Miscellaneous	Original cost or actual cost of comparable item, plus \$25 processing fee.

## Payment:

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Final charges are accessed when:

- The item(s) are returned to the library **or**
- When a student contacts a librarian and a determination is made that the item is lost or damaged **or**
- At the time of the third overdue notice.

Prior to the final payment, the library is willing to discuss payment options.

**No refunds will be issued after payment has been made.**

Location	Payment	Times
Hinkle Memorial Library	<ol style="list-style-type: none"> <li>1. cash for the exact amount</li> <li>2. check for the exact amount</li> <li>3. money order for the exact amount</li> <li>4. CSA swipe card</li> </ol>	Mon – Thursday 8:00 am to 7:00 pm  Friday: 8:00 am to 5:00 pm
Online via Banner Web	Students can pay by credit card or electronic banking.	
Student Accounts	During hours of operation.	

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