Circulation Information

Document Number: LIBR-0004 **Date Published(sys):** 7/24/2023

Policy Content

Alumni

Eligibility
Any alumnus/a of Trinity University may activate their borrowing privileges by bringing his or her Alumni card to the circulation desk. These are mailed from Alumni Relations or can be obtained from the Tiger Card office (999-7825).

Borrower's Responsibility
Borrowers assume total liability for items checked out from the Coates Library, which includes payment for lost or damaged items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines increase. Recalled materials must be returned promptly if the borrower is to retain library privileges

Loan Period and Renewals
Alumni may have a maximum of 12 items checked out at one time and a maximum of 12 holds active at one time. Renewals and checkouts will be blocked if $15.00 or more in overdue fines is owed.

Books (including Children's literature and East Asian books), government documents, and printed music may be checked out for a period of three weeks and can be renewed electronically one time if there are no holds or recalls placed on the items. Electronic renewal is then allowed. Materials that are brought in to the library for renewal may be discharged and checked back to the patron unless holds or recalls have been placed. Media materials circulate for 7 days with one electronic renewal permitted (feature films circulate for 5 days).

Materials that do not circulate are reference books, periodicals, Children's textbooks, items marked "Non-Circulating," microforms, and materials housed in Special Collections.

Lockers, study rooms, interlibrary loans, and certain on-line databases are not available to holders of Alumni cards. Alumni do however retainlifelong remote access to JSTOR and Project Muse.

Fines and Replacement Charges
Below is the grace period and fine structure for library materials. The maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials include the cost of the item (usually $50.00) plus a $20.00 processing fee.

Books, government documents, maps, and printed music:

- Grace period: 4 days
- Fine: $0.50 a day
- Fine if recalled: $1.00 a day

Media materials:

1. Grace period: 1 day
2. Fine: $1.00 a day

2-hour reserves:

- Grace period: 15 minutes
- Fine: $5.00 an hour

1-day and 3-day reserves:

- Grace period: 15 minutes
- Fine: $5.00 a day

Holds
Alumni may place holds on materials that are checked out, via the "Request" button in the item record in the library catalog.

Classified Staff

Borrower's Responsibility
Borrowers assume total liability for items checked out from the Coates Library or borrowed on interlibrary loan. This includes responsibility for payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines increase. The staff member should comply promptly with any request to bring back borrowed items.

Loan Period and Renewals

There is no limit to the number of items a staff member may checkout. However, staff are blocked from checking out or renewing items if they have an overdue item or have accrued $30.00 in library charges.

Books, government documents, and printed music may be checked out for a period of three weeks and can be renewed electronically one time if there are no holds or recalls placed on the items.
See Renewing Items for instructions on how to do this.

Interlibrary loan materials are assigned the due date set by the lending institution. Any renewal requests must be made through the Interlibrary Loan office.

Bound periodicals and most reserves at the main circulation desk can be checked out for two hours with no electronic renewals.

Media materials circulate for 7 days with one electronic renewal (5 days for feature films). Media reserves must be used in-house.

Materials in Special Collections must be used in Special Collections.

Other materials that do not circulate are reference books, unbound current periodicals, microforms, and stacks books and scores marked "Non-Circulating."

Materials that are brought in to the library for renewal will be discharged and charged back to the patron unless holds or recalls have been placed. The maximum number of electronic renewals is then allowed.

Fines and Replacement Charges

Below is the grace period and fine structure for different categories of material in the library. The maximum fine for overdue materials is $30.00 per item; note that are overdue fines are only assessed on recalled items. Charges for lost or damaged materials include the cost of the item (usually $50.00; $20.00 for Media items) plus a $10.00 processing fee.

Recalled books, government documents, printed music and ILL materials:

- Grace Period: 4 days
- Fine if recalled: $1.00 a day

Bound periodicals and 2- or 4-hour reserves, including laptops, but excluding study room keys and headphones (which circulate only to students):

- Grace period: 15 minutes
- Fine: $5.00 an hour

1-day and 3-day reserves:

- Grace period: 15 minutes
- Fine: $5.00 a day

Media materials:

- Grace period: 1 day
- Fine: $1.00 a day

Holds
Staff can place holds on materials that are checked out via the "Request" button in the item record in the library catalog. Requested items will be delivered to staff members' campus offices when available.

Faculty & Contract Staff

The category of Faculty includes Retired and Emeritus Faculty, Visiting and Part-Time Faculty, and Contract Staff.

Loan Period
There is no limit to the number of items a Faculty member or a Trustee can check out.

Regular circulation of library books (including government documents and maps) is 1 semester; renewals are for the same interval (i.e., until the end of the upcoming term). Exceptions follow.

Children’s Literature and Textbooks (EML and EMT) circulate for 6 weeks with three 6-week renewals. Leisure reading books ("B&T") circulate for 3 weeks with three 3-week renewals.

Bound periodicals can be checked out for 7 days with three 7-day renewals. Unbound (current) periodicals circulate to faculty for 7 days, with no renewals permitted.

Media materials circulate for 1 month with 1-month renewals, except for feature films, which circulate for 5 days with 5-day renewals.

Reserve materials have limited circulation, and their loan periods depend on item type.

Materials that do not circulate are Reference books, microforms, and any books that are designated non-circulating in the regular stacks. Reference staff can override these restrictions, where appropriate.

Special collections are to be used in the Rare Books room.

Interlibrary loan materials are assigned the due date set by the lending institution.

Renewals
Through the Library Catalog and information gateway, most materials can be renewed electronically 5 times unless a hold or recall has been placed on the item. See Renewing Items for instructions on how to do this.

Materials that are brought in to the library for renewal will be discharged and charged back to the patron unless holds or recalls have been placed. Five electronic renewals can then be made again before items must be returned to the library.

Materials that cannot be renewed electronically are materials which do not normally circulate (reference books, current unbound periodicals, and other items marked "Non-Circulating") and ILL materials.

Holds and Recalls
Another useful feature of the Library Catalog is the access to a "Request" button. When requested items are available, they will be delivered on-campus to departmental offices, usually within one business day. Requested items that are currently checked out to another patron, upon their return to the library by the original borrower, will be checked out to the requesting faculty member and delivered.

Fines and Replacement Charges
Although you are not charged fines for late items, replacement charges (usually $50.00 per item; $20.00 for Media items) and a replacement processing fee of $20.00 will be assessed for items not returned or renewed. Upon return or renewal of the items, the charges and fees will be forgiven.

Lost items may be replaced by the borrower if the newly purchased items meet with the approval of the Discovery Services librarian. The replacement processing fee of $20.00 remains in place in these situations, however, to cover the cost of personnel labor time.

General Library Policies and Information
Borrower's Responsibility
Borrowers assume total liability for items checked out from the Coates Library or borrowed on interlibrary loan. This includes responsibility for payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the

Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.
All library materials are subject to recall by other faculty members or students.

Students

Students are defined as persons currently enrolled at Trinity University taking one or more courses offered in the undergraduate or graduate Course of Study Bulletin. In order to borrow library materials students must present a current, valid Trinity ID card.

Borrower's Responsibility
Borrowers assume total liability for items checked out from the Coates Library or borrowed on interlibrary loan. This includes responsibility for payment for lost, damaged, or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time due dates are shortened to 4 days from the date of recall, and overdue fines apply. The student should comply promptly with any request to bring back borrowed items that have been recalled.

Loan Period and Renewals
Books, government documents, and printed music may be checked out for the duration of the semester or summer term and can be renewed electronically 2 times if there are no holds or recalls placed on the items. See Renewing Items for instructions on how to do this.

Interlibrary loan materials are assigned the due date set by the lending institution. Any renewal requests must be made through the Interlibrary Loan office.

Bound periodicals circulate for 1 day, with no electronic renewals permitted.

Most reserves at the main circulation desk can be checked out for 2 hours with no electronic renewals. Some items, such as Chromebooks and headphones, circulate for 4 hours.

Media materials circulate for 7 days with 2 electronic renewals (feature films circulate for 5 days).

Materials in Special Collections must be used in Special Collections.

Unbound (current) periodical issues may not generally be checked out, unless special permission is granted by Reference staff. In such a case, the student may have a one-day, non-renewable loan only.

Other materials that do not circulate are Reference books, microforms, and stacks books and scores marked "Non-Circulating."

Lockers on the 2nd floor and 4th floor are available for student checkout. The lockers are checked out for one term and can be renewed electronically 3 times. Keys can be checked out at the main circulation desk.

Study rooms are available for checkout for a period of 2 hours. The keys to the study rooms are checked out at the main circulation desk. Reservations may be made up to a week in advance using theonline study room reservation interface. (No more than one reservation per day per student, and no more than two reservations per student in any one-week period.)

Fines and Replacement Charges
Below is the grace period and overdue fine structure for different categories of material in the library. The maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials include the cost of the item (usually $50.00; $20.00 for Media items) plus a $20.00 processing fee. A borrowing block will be placed on a student's library account when the balance of fines owed reaches $25.00 or more.

Books, government documents, and printed music:

- Grace Period: 8 days
- Fine rate if overdue or recalled and overdue: $1.00 per day

2- or 4-hour reserves (including laptops, study room keys, and headphones):

- Grace period: 15 minutes
- Fine: $5.00 per hour (not pro-rated)

1-day reserves, 3-day reserves, and Bound Periodicals:

- Grace period: 15 minutes
- Fine: $5.00 per day

Media and Interlibrary Loan (ILL) materials:

- Grace period: 1 day
- Fine: $1.00 per day

Lockers:

- Grace period: 4 days
- Fine: $10.00 per day

Renewals, Holds, and Recalls

Through the Library Catalog and information gateway, students can renew items electronically from home unless a hold or recall has been placed on the item. See "RENEWING ITEMS".

Materials that are brought in to the library for renewal will be discharged and charged back to the student unless holds or recalls have been placed. The maximum electronic renewals are then available.

Another useful feature of the Library Catalog is the "Request" button shown in an individual item record. When requested items are available, they will be retrieved from the collection by library staff and held at the circulation desk for pick-up, for no more than 14 days. When requested items are currently checked out to another borrower, they will be flagged for hold upon their return unless a recall request is placed. (In cases of recall, due dates are shortened to 4 days from the date of recall and applicable overdue fines increase.)

Checking Materials Out From Other Area Libraries

Trinity students may check out items from certain area libraries through the TexShare program. A valid Trinity ID card is required, along with a valid TexShare card (granted as needed by staff at the Library circulation desk). For a list of institutions participating in the TexShare program, see the TexShare website.

Feel free to call the Circulation Desk at (210) 999-8127 for assistance.

Summer Patrons

Summer program patrons who have been granted borrowing privileges through the Office of Conferences and Special Programs or Upward Bound Office will be granted Trinity student-level privileges. Please see the Student section for more information.

Trustees

Loan Period

There is no limit to the number of items that a Trustee can check out.

Regular circulation of library books (including government documents and maps) is 1 semester; renewals are for the same interval (i.e., until the end of the upcoming term). Exceptions follow.

Children’s Literature and Textbooks (EML and EMT) circulate for 6 weeks with three 6-week renewals. Leisure reading books ("B&T") circulate for 3 weeks with three 3-week renewals.

Bound periodicals can be checked out for 7 days with three 7-day renewals. Unbound (current) periodicals circulate to faculty for 7 days, with no renewals permitted.

Media materials circulate for 1 month with 1-month renewals, except for feature films, which circulate for 5 days with 5-day renewals.

Reserve materials have limited circulation, and their loan periods depend on item type.

Materials that do not circulate are Reference books, current unbound periodicals, microforms, and any books that are designated non-circulating in the regular stacks. Reference staff can override these restrictions, where appropriate.

Special collections are to be used in the Rare Books room.

Interlibrary loan materials are assigned the due date set by the lending institution.

Renewals
Through the Library Catalog and information gateway, most materials can be renewed electronically 3 times unless a hold or recall has been placed on the item. See Renewing Items for instructions on how to do this.

Materials that are brought in to the library for renewal will be discharged and charged back to the patron unless holds or recalls have been placed. Three electronic renewals can then be made before items must be returned to the library.

Materials that cannot be renewed electronically are materials which do not normally circulate (reference books, current unbound periodicals, and other items marked "Non-Circulating") and ILL materials.

Holds and Recalls
Another useful feature of the Library Catalog is the access to a request button for holds and recalls at the point you discover that a book you want is checked out to someone else. See "How to Place a Hold or Recall Electronically."

Fines and Replacement Charges
Although you are not charged fines for late items, replacement charges (usually $50.00 per item; $20.00 for Media items) and a replacement processing fee of $20.00 will be assessed for items not returned or renewed. Upon return or renewal of the items, the charges and fees will be forgiven.

Lost items may be replaced by the borrower if the newly purchased items meet with the approval of the Cataloging librarian. The replacement processing fee of $20.00 remains in place in these situations, however, to cover the cost of personnel labor time.

Borrower's Responsibility

Borrowers assume total liability for items checked out from the Coates Library or borrowed on interlibrary loan. This includes responsibility for payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall by other faculty members or students.

Associates & Business Affiliates

Eligibility

Trinity University Associates and Business Affiliates may request a library card though the Development Office. Your library privileges remain active as long as you are an Associate or Business Affiliate with Trinity.

Borrower's Responsibility

Borrowers assume total liability for items checked out from the Coates Library, which includes payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines are increased. Recalled materials must be returned promptly if the borrower is to retain library privileges.

Loan Period and Renewals

You may have a maximum of 8 books checked out at one time. If there is a fine owed or if a book is overdue, renewals and checkouts will be blocked.

Books (including Children's literature and East Asian books), government documents, maps, and printed music may be checked out for a period of three weeks and can be renewed electronically one time if there are no holds or recalls placed on the items. See Renewing Items for instructions on how to do this.

Materials that do not circulate are reference books, periodicals, Children's textbooks, items marked "Non-Circulating," microforms, and materials housed in Media and in Special Collections.

Lockers, study rooms, interlibrary loans, and certain on-line databases are not available.

Fines and Replacement Charges

Below is the grace period and fine structure for different categories of material in the library. The

maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials include the cost of the item (usually $50.00) plus a $20.00 processing fee.

Books, government documents, maps, and printed music:

- Grace Period: 4 days
- Fine: $0.50 per day
- Fine if recalled: $1.00 per day

2-hour reserves:

- Grace period: 15 minutes
- Fine: $5.00 per hour

1-day and 3-day reserves:

- Grace period: 15 minutes
- Fine: $5.00 per day

Holds
You may place holds on materials that are checked out. See "How to place a Hold or Recall Electronically."

TexShare

Eligibility
Faculty, staff, and students from institutions participating in the Texas statewide TexShare card program are eligible to borrow regular-collection materials from Trinity's Coates Library. A valid institutional ID card, along with a valid TexShare card, must be presented at each check-out.

Borrower's Responsibility
Borrowers assume total liability for items checked out from the Coates Library, which includes payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines are increased. Recalled materials must be returned promptly if the borrower is to retain library privileges.

Loan Period and Renewals
You may have a maximum of 4 books checked out at one time. If there is a fine owed or if a book is

overdue, renewals and checkouts will be blocked.

Books (including Children's literature and East Asian books), government documents, maps, and printed music may be checked out for a period of four weeks (for Academic borrowers; Public borrowers have a borrowing period of two weeks) and can be renewed electronically one time if there are no holds or recalls placed on the items. See Renewing Items for instructions on how to do this.

Materials that do not circulate are reference books, periodicals, Children's textbooks, items marked "Non-Circulating," microforms, and materials housed in Media and in Special Collections.

Lockers, study rooms, interlibrary loans, and certain on-line databases are not available.

Fines and Replacement Charges

Below is the grace period and fine structure. The maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials include the cost of the item (usually $50.00) plus a $20.00 processing fee.

Books, government documents, maps, and printed music:

- Grace Period: 1 day
- Fine: $1.00 per day
- Fine if recalled: $1.00 per day

Researchers

Eligibility

If you apply and are accepted to receive a Special Privileges Card, you must pay a non-refundable fee of $35.00.

Borrower's Responsibility

Borrowers assume total liability for items checked out from the Coates Library, which includes payment for lost, damaged or mutilated items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines are increased. Recalled materials must be returned promptly if the borrower is to retain library privileges.

Loan Period and Renewals

You may have a maximum of 4 books checked out at one time. If there is a fine owed or if a book is overdue, renewals and checkouts will be blocked.

Books (including Children's literature, and East Asian books), government documents, maps, and printed music may be checked out for a period of three weeks and can be renewed electronically one time if there are no holds or recalls placed on the items. See Renewing Items for instructions on how to do this.

Materials that do not circulate are reference books, periodicals, Children's textbooks, items marked "Non-Circulating," microforms, Media materials, and materials housed in Special Collections.

Lockers, study rooms, interlibrary loans, and certain on-line databases are not available.

Fines and Replacement Charges

Below is the grace period and fine structure for library materials. The maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials include the cost of the item (usually $50.00) plus a $20.00 processing fee.

Books, government documents, maps, and printed music:

- Grace Period: 4 days
- Fine: $1.00 per day
- Fine if recalled: $1.00 per day

Dependents

Eligibility

Spouses, domestic partners, and children of Trinity Faculty and Staff may request a library card by bringing their Trinity ID card ("Tiger Card") to the circulation desk and filling out the appropriate form. The Dependent Tiger Card is issued by the University's Tiger Card Office: (210) 999-7825.

Borrower's Responsibility

Borrowers assume total liability for items checked out from the Coates Library, which includes payment for lost or damaged items. Borrowers are responsible for making sure that items are properly returned for discharge from the Library's circulation system. The responsibility and liability remain with the borrower until the item is properly discharged.

All library materials are subject to recall at which time the due dates are shortened and the overdue fines increase. Recalled materials must be returned promptly if the borrower is to retain library privileges.

Loan Period and Renewals

You may check out a maximum of 12 books at one time. If there is a fine owed or if a book is overdue, renewals and checkouts will be blocked.

Books (including Children's literature and East Asian books), government documents, maps, and printed music may be checked out for a period of three weeks and can be renewed electronically one time if there are no holds or recalls placed on the items.

Media materials may be borrowed for seven days (five days for feature films), with one electronic renewal permitted.

For instructions on renewing electronically see "RENEWING ITEMS." Materials that are brought in to the library for renewal will be discharged and charged back to the patron unless holds or recalls have been placed. Electronic renewal is then allowed.

Materials that do not circulate are reference books, periodicals, Children's textbooks, items marked "Non-Circulating," microforms, and materials housed in Special Collections. Lockers, study rooms, interlibrary loans, and certain on-line databases are not available for Dependent use.

Fines and Replacement Charges
Below is the grace period and overdue fine structure for different categories of material in the library. The maximum fine for overdue materials is $10.00 per item. Charges for lost or damaged materials may include the cost of the item (usually $50.00; $20.00 for Media items) plus a $20.00 processing fee.

Books, government documents, maps, and printed music:

- Grace Period: 4 days
- Fine: $0.50 per day
- Fine if recalled: $1.00 per day

Media materials (CDs, films, etc):

- Grace Period: 1 day
- Fine: $1.00 per day

Holds
You may place holds on materials that are checked out via the "Request" button in the item record in the library catalog.

Revision Management

Revision History Log:

Revision #:	Date:	Recorded By:
v1.0	8/15/2019 6:58 PM	Holly Warfel

Vice President Approval:

Name:	Title:
Megan Mustain	Vice President for Academic Affairs