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BLESSING-RIEMAN
College of Nursing
& Health Sciences

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Owner Reta Richmond:
EXECUTIVE
ASSISTANT-
BRCN
Area Curriculum
Committee

Circulation

PURPOSE

To explain loan periods and renewals, holds, non-circulating materials, overdue notices, and fines.

POLICY

Blessing Health Professions Library must provide the resources to meet the educational, informational, and research needs of its users.

PROCEDURE

The Library extends borrowing privileges to the faculty, staff, and students of the College. Borrowing is also available to Blessing Health System employees and community providers. Circulating items are available to checkout for 4 weeks with 1 renewal. Users will assume the cost of any lost or damaged materials. The identity of the borrower or requester of a library item and the information contained in individual circulation system patron records are confidential, in accordance with Illinois Statutes.

Holds

Holds may be placed on items. Patrons will be notified by email when a hold is available and ready for pickup. Holds are available for pickup for 7 days. After the 7 days, the items will be put back into circulation.

Overdues

The Library may send courtesy reminder(s) of overdue materials. It remains the responsibility of the borrower to return materials promptly. Patrons with items that have been billed will not be allowed to borrow materials until these items are returned or paid for. Delinquent accounts will be turned over to College Bursar and/or Human Resources.

Fines

The Library does not charge fines for overdue materials.

Reserves

The Library manages the faculty reserve collection whose purpose is to put essential course material on short term loan if the number of copies is limited or the material is ephemeral. The Library is responsible for managing the reserve list. The electronic reserve system technologically limits access to students registered in the class, has the appropriate copyright notification and attributions, and complies with fair use (Section 107 of the U. S. Copyright Act). The reserve shelf is considered an extension of the classroom; as such, the faculty will: provide the librarian with an updated reserve list before the class begins and review their reserve holdings every semester.

Current textbooks are available on the reserve shelf. Textbooks are not available for checkout and are not intended to take the place of students purchasing textbooks for their courses. Due to budget limitations, we are unable to purchase textbooks for every course.

Approval Signatures

Step Description	Approver	Date
Approval by College Senate	Reta Richmond: ADMINISTRATIVE ASSISTANT	09/2023
Approval by Curriculum Committee	Brandi Venvertloh: PROFESSOR	09/2023