



McDermott Library

The University of Texas at Dallas



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Circulation Policies

This policy defines the privileges and responsibilities of persons who borrow materials from the Libraries at the University of Texas at Dallas. These policies are continually reviewed and revised by appropriate UT-Dallas administrators to reflect current library operations.

Eligibility and Identification

The checkout period varies by affiliation, collection within the library, and patron status (undergraduate, graduate, faculty). The following is a list of eligible borrowers with the appropriate checkout periods for the general circulating collection.

Borrowers	Checkout Period	Maximum Renewals	Maximum Items
UT-Dallas Faculty and Library Professionals	Semester	6	300
UT-Dallas Lecturers and Doctoral Students	Semester	6	150
UT-Dallas Masters Students, Undergraduates, and Staff	21 days	6	50
McDermott Library Friends	21 days	6	5
DISD employees at the Callier Preschool	21 days	6	50
UT-Dallas Retirees	21 days	1	5
TexShare Undergraduates and Graduates	21 days	1	5
TexShare Faculty and Staff	21 days	2	10
TexShare Public	7 days	0	3

To borrow most materials, eligible users must present their own valid UT-Dallas identification

card or TexShare card. **For students not enrolled during a semester, borrowing privileges are granted by submitting a University Access Authorization [form](#) following the form's [instructions](#).**

Borrower Responsibilities

Borrowers are responsible for any materials checked out on their library cards. Borrowers are responsible for returning materials by the due date and time. Circulation staff will issue a return receipt upon request. Borrowers are responsible for **providing a current local mailing address, email address, and telephone number in order to receive timely information from the UT-Dallas Libraries**. Library users are also responsible for notifying the UT-Dallas Libraries when their UT-Dallas ID or TexShare card has been lost or stolen. Patrons are responsible for all library material charged to their account until they notify the Library staff of a lost card.

Exceptions

A valid user may be prevented from borrowing materials for the following reasons:

- Exceeding the limit for outstanding fines and/or fees (see Fines below)
- Exceeding the limit for the number of books checked out (see Limits on the number of items below)
- Exceeding the limit of overdue items (see Fines below)
- Ignoring an overdue recall
- Abusing TexShare privileges
- Writing a bad check or using a fraudulent credit card

Confidentiality of Records

In accordance with the Attorney General of Texas Open Record Decision No. 100, the UT-Dallas Libraries will not release any information about a borrower including name, social security number, or any checkout information.

Renewals

Borrowers may renew materials at the Circulation Desk, through the self-checkout system, or through the [online catalog](#). In addition, borrowers may call the McDermott Library Circulation Desk at (972)-883-2953

and have their materials renewed. There are limits on the number of renewals based on your borrower level (faculty, adjunct faculty, UTD students, etc.) The item will not be renewed if it has been recalled for another borrower. (see Exceptions above). Student privileges are based on semester enrollment and material cannot be renewed if your borrowing privileges have expired. If the borrower does not have a valid borrower's card, material cannot be renewed.

Recalls

A RECALL allows a patron to request materials that are checked out. A user may submit a recall request through the [online catalog](#). The current borrower has use of most circulating/non-Reserve material for a minimum of 21 days. Checkout periods for faculty, doctoral candidates and lecturers will be shortened by the Library in the case of a recall. The initial borrower will be notified by email or mail of the change in your due date (the Library uses the latest information from UTD Records Department). An item can be recalled from the initial borrower after they have had it for 21 days. When the item is returned, the requestor is notified and the item is held at the Circulation Desk for 7 days. UT-Dallas Libraries staff may ask a borrower to return material for use in course reserves. If the item is not returned by the new due date, recall fines will go into immediate effect.

Missing

If any material is missing from the shelves, library staff will search for an item upon request at the Circulation Desk. The requestor will be notified of the search results. If located, the material is held at the Circulation Desk for 3 days.

Due Dates

Patrons who checkout items from the UT-Dallas Libraries receive a slip that indicates when the materials are due back in the library. The slip is given to the borrower at the time of checkout. The slip provides the following information:

- identification number of the item
- due date
- title and author of the material

Material must be returned by closing time on the

due date to avoid a fine. Reserve material must be returned on time to the desk where they were checked out to avoid a fine. All Interlibrary Loan materials must be returned by closing time on the due date to avoid a fine. Library privileges may be suspended or a registration block will be initiated for borrowers who fail to abide by this policy.

Length of Checkout

Depending upon the frequency of use, the type of patron (UTD faculty, student, courtesy card user, etc.), and the type of material, the policy concerning the circulation of the material varies by location.

McDermott Library Location	Length of Checkout
Main Stacks	Minimum 21 days
Periodicals, Microforms, Reference, Law	Library Use Only
Government Documents (except as designated)	Minimum 21 days
Information Commons	Minimum 90 minutes
Laptops and Accessories	Minimum 4 hours
Road Maps	Minimum 21 days
UTD theses and dissertations	Minimum 21 days
Compact Disks (CDs, FDs)	Varies
Films, videorecordings, audio CDs, DVDs	7 days for faculty; 3 days for UTD students and staff
Special Collections	see Special Collections
Reserve (hourly reserves cannot leave the library)	Minimum 2 hour, 1 day, 3 day, 7 day
Media Reserve (cannot leave the Library)	4 hours
Wall maps	Semester loan-faculty only
Interlibrary Loan items	Period set by lending library

Callier Library Location	Length of Checkout
Main Stacks	Minimum 21 days
Periodicals, Reference	Special request to Callier Librarian
Compact Disks (CDs)	Varies
Videorecordings and audio cassettes	7 days

Reserve	Minimum 2 hour, 1 day, 3 day, 7 day
Interlibrary Loan items	Period set by lending library
Assessment Tests	Restricted to UTD affiliates - 7 Days; with a single 3-day renewal
Out of Date Assessment Tests	1 day

Overdue Notifications

Material is due on the date printed on the "Date due slip". If material has been recalled by a patron, an email is sent to the patron with the item title stating the new due date. The material must be returned by the new due date. **The library is not responsible for notifying borrowers that materials are overdue, but the Library sends a notice as a COURTESY. The library is NOT responsible for late or non-delivery of notices. Please advise the Library of a change in your email, address, or telephone number to avoid not receiving notifications about your account.**

Fines

	Late Return of Reserves	
<u>Checkout Type</u>	<u>Fine Rate</u>	<u>Maximum Fine</u>
2 Hour	\$.10/minute	\$50.00+ processing and replacement costs
1 day, 3 Day, 7 Day, Callier tests	\$10.00/day	\$50.00+ processing and replacement costs

	Late Return of All Other Materials *	
<u>Item Type</u>	<u>Fines</u>	<u>Maximum Fine</u>
Main Stacks Items	\$0.50/day	\$30
Reserves	\$0.10/minute	\$50
Media	\$1/day (1st 6 days late) \$25 processing + \$7 late fee + replacement fee (7th day)	\$7 (for 1st 6 days late)
Information Commons	\$0.10/minute	\$50
Laptops and		

Accessories	\$0.10/minute	\$50
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***Note: if an item is recalled, the fine becomes \$1.00 per day. The maximum fine is \$50.00 plus processing and replacement costs. Recall fines are in addition to regular fines. This policy applies to ALL borrowers. Faculty members incur no fines if item is not recalled.**

Processing and Replacement Costs

PROCESSING FEES: In addition to the fine, if the material is declared lost, a non-refundable processing fee of \$25/item and a replacement cost are assessed 60 days after the due date. The processing fee represents the cost of acquiring and cataloging a replacement. **REPLACEMENT COST:** The replacement cost reflects current retail value for material. If the item is no longer available in print, the Library will assess a replacement cost of \$85 or the exact cost if known for a book, \$300 for a compact disk, and \$2500 for a laptop. An exact copy, purchased by the borrower, may be accepted as a replacement. The library reserves the right to determine whether the replacement is acceptable. The replacement cost may be refunded if a lost item is returned before the item is replaced. A borrower is assessed replacement fees when materials are returned irreparably damaged.

Suspension of Privileges

Library privileges may be suspended for borrowers who fail to abide by the provisions of this policy or who have unpaid library charges. The Library will block a borrower's UTD course registration for any library account that includes unpaid charges totaling over \$50 resulting from the non-return of lost materials including interlibrary loan materials. The Library will block the issuance of transcripts for any library account having over \$25 in unpaid library fines. Library privileges may be suspended for borrowers who fail to abide by the provisions of this policy or who have unpaid library charges

Appeals

Initial inquiries concerning a fine or the suspension of privileges should be made at the Circulation Desk. Unresolved issues can be appealed to the [Dean of Libraries](#).

Send your questions or comments to: [Library Web Oversight Committee](#)
Last updated July 27, 2007

 [UTD Homepage](#)