

1. PURPOSE

- 1.01 The purpose of this policy is to ensure maximum accessibility and use of library materials and services for students, faculty, and staff of Sam Houston State University.
- 1.02 The Library normally acquires only one copy of a title in order to maximize its holdings and use of financial resources. It is assumed that all library material is of potential use to all students, faculty, and staff. Library material is not, therefore, ordered for the personal use of any individual. Circulating books and other material, consequently, should be returned promptly after the initial loan period so they can be used by as many individuals as possible. Periodicals and reference sources such as handbooks, almanacs, dictionaries, and indexes, are non-circulating and available for in-building use only.

2. LOAN PERIOD

- 2.01 The loan period of library circulating material for graduate students and students qualified for the Library's Distance Learning Services is four weeks; loan period for all other students is two weeks.
- 2.02 The loan period of library circulating material for all current faculty and staff members of the University is one semester, with two summer sessions equated to one semester.
- 2.03 The loan period of library circulating material for TexShare card and courtesy card holders is two weeks.
- 2.04 Borrowers may renew library circulating material for an additional loan period unless the items have been requested by another patron.
- 2.05 All material loaned to borrowers is subject to recall if requested by other patrons after an initial loan period of two weeks.

3. BOOK LOAN LIMITS

- 3.01 During any appropriate loan period, an undergraduate student enrolled at the University may borrow a maximum of twenty-five books at one time.
- 3.02 During any appropriate loan period, a graduate student and a student of the Honors College may borrow a maximum of thirty-five books at one time.

- 3.03 During any appropriate loan period, a student who qualifies for the Library's Distance Learning Services may borrow a maximum of ten books at one time using this service.
- 3.04 During any appropriate loan period, a faculty or staff member may borrow a maximum of seventy-five books at one time.
- 3.05 During any appropriate loan period, a TexShare card or courtesy card holder may borrow a maximum of ten books at one time.
- 3.06 A graduate student, faculty member, or students of the Honors College engaged in specific research projects requiring the use at one time of more than the maximum limits stated in 3.02, 3.03, and 3.04 may request permission from the Director of Library Services or designee to check out additional materials.

4. STUDY CARREL USE

- 4.01 Assignment of study carrels to individuals is made by the Director of Library Services or designee on a semester basis.
- 4.02 Because of high demand, carrel privileges are prioritized for graduate students and faculty who need to make extensive use of library materials for research. Privileges may be revoked, when carrel holders fail to make weekly use of a carrel, or when policies regarding proper use are not followed.
- 4.03 Patrons with assigned study carrels may keep circulating library books in the carrels, provided that the material has been checked out to that patron. Unauthorized library materials found in carrels will be removed and reshelved by library personnel.

5. FINES, LOST/DAMAGED MATERIAL CHARGES

- 5.01 All library patrons are responsible for returning borrowed materials on or before the due date.
- 5.02 Library fines or charges may be assessed against students, faculty, staff, and other borrowers by the library as a means of encouraging compliance with this policy.

