

## Student Library Policies

### Circulation

By checking out Library materials, you accept all responsibility for them until they are returned to the Library. You are responsible for knowing due dates, for fines and fees, and for returning items in the same condition as when they were checked out.

**If you allow someone else to use an item while it is checked out to you, you are responsible for any damage or loss.**

Loan Periods for...	Undergrads	Grad Students
Books, Curriculum, Juvenile Books, Memorial Collection, Oversized, Atlases	<i>First loan period:</i> 3 weeks 2 renewals of 3 weeks each	<i>First loan period:</i> 45 days 2 renewals of 45 days each
DVDs, VHS, CDs	<i>First loan period:</i> 1 week 1 renewal of 1 week	<i>First loan period:</i> 14 days 2 renewals of 14 days each
Periodicals (journals, magazines, newspapers)	<i>First loan period:</i> 1 week 2 renewals of 1 week each	<i>First loan period:</i> 14 days 2 renewals of 14 days each
Course Reserves	<i>First loan period:</i> *2 hours, 6 hours, 24 hours, 2 days, or 5 days depending on material No renewals	
Summit items	Books: 6 weeks Media: 6 days No renewals	
Interlibrary Loan (ILL) materials	Variable (ask at the Service Desk for more information)	

## Renewal Policy

Renewals are limited to the conditions stated above (see Loan Periods). To renew materials you may do one of the following (have your student ID card available):

- Access My Library Account via the Library's catalog
- Visit the Service Desk in the Library (you do not need to have the items with you)
- Call the Service Desk (503-517-1102) during hours of operation

Items cannot be renewed if one of the following apply:

- Maximum amount of renewals has been reached
- Item has gone to lost status
- A hold has been placed on your account
- A hold or recall has been placed on the item to be renewed

**You will still be charged overdue fines if you renew after the due date.**

Renewals may be extended beyond the maximum loan/renewal period under special circumstances. See full-time library staff for more info.

## Overdue Notices

The Library utilizes the WPC email system for delivery of communication to all students. Library communications and overdue notices will be sent to your warnerpacific.edu email address *only*. You may set your WPC email address to forward to your preferred email account if you wish.

Notices are sent as a courtesy. Even if you do not receive a notice, you are expected to return all items on time. You may access your Library Account online at any time to verify when items checked out to you are due, and to renew them yourself.

## Fines

The borrower will be charged for lost, stolen, or damaged Library materials and equipment. Materials cannot be purchased from the Library. If Library books are damaged (especially by water), please return them *immediately* to the Service Desk so that appropriate measures can be taken to salvage the item.

**Overdue Fines**

Books, Curriculum, Juvenile Books, Memorial Collection, Oversized, Atlases	<i>First 14 days overdue: \$0.25 per day Following 46 days: \$1.00 per day</i>
DVDs, VHS, CDs	<i>First 14 days overdue: \$0.50 per day Following 46 days: \$1.00 per day</i>
Periodicals (journals, magazines, newspapers)	<i>First 14 days overdue: \$0.50 per day Following 46 days: \$1.00 per day</i>
Summit items	<i>First 10 days overdue: \$0.50 per day Following 15 days: \$1.00 per day</i>
Interlibrary Loan (ILL)	<i>First 10 days overdue: \$0.50 per day Following 15 days: \$1.00 per day</i>
Course Reserves	\$0.25 per hour

For books:

\$3.50 first 14 days

+\$46.00 following 46 days

= \$49.50 maximum overdue fine *per item*

For media and periodicals:

\$7.00 first 14 days

+\$46.00 following 46 days

= \$53.00 maximum overdue fine *per item*

## Lost Items

Items 60 days overdue (or 47 hours for Course Reserves) are considered lost, and you will be charged the maximum overdue fine, a processing fee, and a replacement fee. At the end of the semester, if your fines have been resolved, they will be transferred to your student account in the Business Office.

**Students may not register for a new semester with outstanding fines, and cannot graduate without returning all materials and clearing all fines.**

The total charges for a lost item are as follows:

\$50.00 minimum replacement fee  
+ \$25.00 processing fee  
= \$75.00 total

Items with a value of over \$50 will incur a correspondingly greater fee. If a lost item is returned before another item is purchased to replace it, the replacement fee will be waived; however, patrons are still responsible for any overdue fines and processing fees that accrued. If you wish to purchase a replacement copy in lieu of paying the replacement fee, you may do so; however, the item must be in good condition and comparable to the item lost or damaged.

If a Summit item is lost, the following charges apply:

\$75.00 replacement fee  
+\$15.00 processing charge  
= \$90.00 total

Note: Some Summit libraries may accept replacement copies instead of the replacement fee.

Lost ILL items are subject to the replacement costs set by the loaning library.

## Fine Appeals

If you think the Library has made an error by charging you fines, or if you have a unique situation that resulted in the late return of materials, you may file an appeal. The appeal will be reviewed by the Library staff and charges may be upheld, reduced, or waived.

In considering your appeal, the staff will take into consideration your appeal statement, applicable data from the Library's circulation system, and previous communication you had with the Library as well as your Library record.

Appeals based on the following will **NOT** be considered:

- Ignorance of the due date or Library policy
- Disagreement with fee structure or Library policy
- Loaning the item to a third party
- Being too busy or out of town
- Claiming that your need was greater than another's or that you were not done with the item
- Not receiving or not reading an overdue reminder
- Transportation problems

You may obtain an appeal form at the Service Desk or by downloading it here:

<http://warnerpacific.edu/renew-your-library-items-online/>

Return the appeal form to the Service Desk or email to [wpclibrary@warnerpacific.edu](mailto:wpclibrary@warnerpacific.edu) . The appeal decision will be made within two weeks of filing the form, and you will be notified by WPC email.

Note: Summit and ILL items may not be appealed.

### **Recalls**

If an item is recalled, you will be notified via WPC email of the new due date and will have one week to return the item to the Library. If the item is not returned by the new due date, the maximum overdue fine will be charged per day the item is overdue.

### **Account Blocks**

Patrons who have fines in excess of \$30 will be barred from checking out materials until the fines are resolved or transferred to the Business Office. Exceptions to this policy may be made at the discretion of full-time staff members. Repeated violation of Library policies, numerous lost or damaged books, or any other behavior which Library staff deem unacceptable to the mission of Warner Pacific College and its Library may result in Library privileges being limited or revoked.

### **Orbis Cascade Alliance (Summit)**

The WPC Library is a part of the Summit borrowing network formed by the Orbis Cascade Alliance (<http://www.orbiscascade.org/index/member-institutions>), a group of over 36 academic libraries in Oregon and Washington. Patrons with accounts in good standing may request items through Summit using their full ID barcode. Items are generally received within 3-4 business days of the request.

**Interlibrary Loan**

Interlibrary Loan (ILL) services provide access to materials not owned by the WPC Library or accessible through Summit. For more information, see the Interlibrary Loan web page.

<http://warnerpacific.edu/interlibrary-loan/>

**Privacy**

All aspects of a patron's Library record are to be considered confidential and are to be shared with no one other than the patron.

**Revisions to the policies may be made at any time with the agreement of the Library staff.**