



MADN-LIB

12 March 2012

Library Policy Operating Memorandum No. 2-1

Circulation of Library Materials

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1. **PURPOSE:** The United States Military Academy Library loans materials to authorized users in support of academic mission requirements.

2. **ELIGIBILITY:**

a. The following individuals are eligible to borrow materials from the Library:

(1) Cadets.

(2) Cadet Candidates.

(3) USMA and USMAPS faculty and their spouses, who may also borrow on behalf of their children.

(4) West Point GS staff (non-contracted USMA employees) and their spouses, who may also borrow on behalf of their children.





(5) Members of the U.S. military stationed at West Point and their spouses, who may also borrow on behalf of their children.

b. The Library does not loan materials to the general public, to members of the U.S. military stationed at other installations, or to graduates of USMA (unless they meet other eligibility criteria listed above).

c. Photo identification is required in order to borrow materials from the Library.

3. ACTIVATION:

a. For most eligible borrowers, their CAC (Common Access Card) will serve as their identification authorizing loan of library materials. Eligible borrowers without a CAC (e.g. spouses) may request a library card at the Circulation Desk on the second floor of Jefferson Hall.

b. Activation of your account is required prior to borrowing materials and can be done at the Circulation Desk on the second floor of Jefferson Hall.

4. LOAN PERIODS, LIMITS, RESTRICTIONS:

a. Most materials held in the Library are available for loan. Exceptions include reference materials, periodicals and serials, and items housed in Special Collections and Archives. Items in these areas are non-circulating and will remain available for use in Jefferson Hall.

b. There are no limits to the number of items that may be charged out to an individual borrower at one time.

c. For all circulating items, the following loan rules apply:

(1) Cadets, Cadet candidates, West Point Staff and Military, All Spouses:

Material	Loan Period	Renewals¹
Books	28 days	Unlimited within the academic term ²





ConnectNY Materials	21 days	One renewal of 21 days
Interlibrary Loan Materials	21 days ³	Varies ³
Government Documents	14 days	One renewal of 14 days
CDs	14 days	One renewal of 14 days
DVD/Videos	7 days	One renewal of 7 days

¹ Renewals are permitted as long as no recalls or holds have been placed for the item.

² Books loaned between August 1st and December 1st will have 28 day loan periods with unlimited renewals until the end of fall TEE week. All books loaned during this period must be returned to the library on or before the final day of TEE week.

Books loaned between December 1st and May 1st will have 28 day loan periods with unlimited renewals until the end of spring TEE week. All books loaned during this period must be returned to the library on or before the final day of TEE week.

Books loaned between May 1st and August 1st will have 28 day loan periods with unlimited renewals until August 1st. All books loaned during this period must be returned to the library on or before August 1st.

³ Loan periods and renewal terms for interlibrary loan materials are at the discretion of the lending library. Please inquire at wpill@usma.edu regarding loan rules for specific items borrowed through interlibrary loan.

(2) Faculty:

Material	Loan Period	Renewals (1)
Books	1 semester	One renewal of 1 semester (2)
ConnectNY Materials	21 days	One renewal of 21 days
Interlibrary Loan Materials	21 days (3)	Varies (3)
Government Documents	14 days	One renewal of 14 days
CDs	14 days	One renewal of 14 days
DVD/Videos	7 days	One renewal of 7 days

¹ Renewals are permitted as long as no recalls or holds have been placed for the item.





² Books loaned between May 1st and December 1st will have a due date of the final day of fall TEE week, and will be eligible for a renewal of one semester. The book must be physically returned to the library at the end of the second semester.

Books loaned between December 1st and May 1st will have a due date of the final day of spring TEE week, and will be eligible for a renewal of one semester. The book must be physically returned to the library at the end of the second semester.

³ Loan periods and renewal terms for interlibrary loan materials are at the discretion of the lending library. Please inquire at wpill@usma.edu regarding loan rules for specific items borrowed through interlibrary loan.

5. **OVERDUE MATERIALS:**

a. Borrowers with overdue book(s) will receive the following email notices from the library:

- (1) An initial notice on the third day an item is overdue.
- (2) A second notice one week after an item has become overdue.
- (3) A third notice two weeks after an item has become overdue.

b. Borrowers with overdue multimedia item(s) will receive the following email notices from the library:

- (1) An initial notice on the first day an item is overdue.
- (2) A second notice the third day after an item has become overdue.
- (3) A third notice on the fifth day after an item has become overdue.

c. Books that have been overdue for a period of three weeks and multimedia items that have been overdue for a period of one week will enter a billed status resulting in a fee due of \$100.00. Notice of all materials entering this status will be emailed to the borrower and to the additional parties listed below:





Borrower	Third Party
Cadets	Command Sergeant Major & TACs
Cadet Candidates/USMAPS Faculty/Spouses	Commandant, USMAPS
USMA Faculty/Faculty Spouses	Librarian, USMA
West Point Staff and Military and Spouses	Librarian, USMA

6. **RECALLS:** Authorized users may place a recall on a loaned book. Books may be recalled after an initial 7 day period from any patron. Borrowers will receive an email notice of the recall and will have 5 days to return the item. All other items are not eligible for recall.

7. **INTERLIBRARY LOAN:**

a. Authorized users may request loan of materials held in other libraries through the Library's interlibrary loan system (ILLiad). To the extent possible, Library staff will work to acquire requested items in a timely fashion. The status of requests is available online in the ILLiad system.

b. While there are no limits on interlibrary requests, each request does incur cost to process. If excessive use of interlibrary loan materials is observed, we will contact the requestor to discuss the nature of the requirements in order to determine the best course of action.

8. **LOST OR DAMAGED MATERIALS:**

a. Library patrons are responsible for the loss of or damage to any materials they have borrowed. Damage to library materials may include: stains from food or water; torn or missing pages; underlining, highlighting or otherwise marking pages, scratched or broken discs or damaged protective cases. Patrons will be held liable for funding the cost to replace the missing or damaged item(s) at a minimum of \$100.00 per item or to replace the item(s) at their expense.

b. If possible, the Library would prefer the patron to replace the missing or damaged material with a new copy (same edition and publisher as the lost item). If there is a newer edition or a different publisher, the Library may accept that as a replacement.





Replacement books must be new or in very good condition. The Library will not accept replacements that have highlighting, damaged bindings, or missing pages.

9. **SUSPENSION OF PRIVILEGES:** Authorized users with materials in a billed status will not be permitted to loan additional materials until the balance due has been paid or the item replaced by the borrower.

10. **CONFIDENTIALITY:** Records of library activity are confidential and will not be released unless under proper subpoena. All requests for library activity data must be referred to the Librarian, USMA.

11. **EXCEPTIONS:** Exceptions to loan periods may be made at the discretion of the Director of Access Services or the Librarian, USMA. Exceptions to all other circulation policies may be made at the discretion of the Librarian, USMA.

12. **PROPONENT:** The proponent for this Dean's Policy Operating Memorandum is the Associate Director for Access Services, USMA Library, Office of the Dean, MADN-LIB, x8332.

13. **EXPIRATION:** This policy is enacted on 01 August 2012 and is effective until superseded or rescinded.

CHRISTOPHER D. BARTH
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