

# The McGregor Library

## McGregor Library Circulation Policies

Library Circulation Policies are subject to change. Please contact the library by email at [library.aum@gmail.com](mailto:library.aum@gmail.com) or by phone at (937) 769-1889 with any questions regarding circulation policies.

All patrons are expected to abide by the Library Use Policy while using the Library facilities.

### Patron Definition

Faculty, Staff and Students (Authorized Patrons)

Authorized patrons of AUM Library are current staff and faculty, and matriculated students (students enrolled at Antioch University Midwest in a degree or certificate program, for credit).

### Community Patrons

**Yellow Springs Residents:** Residents of Yellow Springs should obtain their community patron card through the Antioch College Olive Kettering Library: (937) 767-2341.

**Other Miami Valley Residents:** Miami Valley (Dayton, Springfield, etc.) residents may obtain a community patron card through Antioch University Midwest. The cost of the card is \$10.00 and is valid for one year from date of purchase. Two pieces of ID are required, including at least one photo ID and one with applicant's current street address. Cards must be presented when checking items out.

You may not possess currently active cards from both Antioch College and Antioch University Midwest.

### Loan Periods

Faculty and staff may have a total of 50 items (OhioLINK & Midwest) checked out at a time.

Students may have a total of 25 items (OhioLINK & Midwest) checked out at a time.

Community patrons may have no more than 10 items checked out at a time; however no more than 5 of these may be OhioLINK items.

### OhioLINK and Midwest Materials

Books are checked out for 21 days.

Non-book materials are checked out for 7 days.

Reserve materials may be checked out on a case-by case basis.

Midwest journals, theses and reference materials cannot be checked out.

All patrons are personally and financially responsible for returning items by the due date.

## **Overdue Fines & Fees**

All Patrons (Faculty, Staff, Student and Community)

OhioLINK and Midwest Materials

A \$.50 overdue fine is assessed per item, per day up to 30 days (\$15.00).

## **Midwest Materials**

A \$.50 overdue fine is assessed per book, per day.

A \$1.00 overdue fine is assessed per non-book item, per day.

If any item (OhioLINK & Midwest) is overdue for 30 days or more, the patron will receive a replacement bill of \$125 per item, reduced to \$50.00 upon return of the item.

If a patron incurs \$10.00 or more in fines (OhioLINK & Midwest), library privileges will be suspended until the fines are resolved.

## **AUM Students**

If a patron incurs \$125.00 or more in fines (OhioLINK & Midwest), the librarian will place a library hold on the patron's account, preventing subsequent registration and release of transcripts until the fines are resolved.

All patrons, including community patrons, are responsible for lost or damaged items.

## **Renewals**

Books (OhioLINK & Midwest) can be renewed up to 6 times at 3 weeks per renewal, if another patron has not placed a hold on the book, for a total maximum borrowing period of 21 weeks.

Non-book materials (OhioLINK & Midwest) cannot be renewed.

## **Requests**

Faculty, staff and students may have a total of 25 requests (OhioLINK & Midwest) at a time.

## **Special Notices for Community Patrons**

Borrowing privileges will be terminated if fines owed to the Library exceed \$10.00.

The community card is for personal use only and should not be loaned to another person.

If your card is lost or stolen, please report it to the Library's Circulation Desk to prevent unauthorized use of the card. The replacement fee for a library card is \$5.00.

Community users do not have off campus access to AUM and/or OhioLINK licensed databases, but may use the library computers to do research using the library catalog and databases.

## **Donations**

Donations of books and other library items are accepted at the discretion of the Library Director and the Library reserves the right to determine the use of donated items. Those items not added to the collection may be discarded. The Library cannot provide verification of financial value of any donated items for tax purposes.

Policy Revised and Updated: January 1, 2015