

Borrowing Materials

Effective: June 1, 2002

Revised: October 2018; January 1, 2022

Next Scheduled Review: January 2023



Responsibilities

- Users are responsible for all materials borrowed on their library account. The library will assess fees for overdue, lost, and damaged materials.
- Check-out of library materials is permitted for currently enrolled students, faculty, staff, retirees, individuals with valid TexShare cards and paid membership accounts.
- Most materials may be renewed if there is no need for the item by another user.
- Users are responsible for reading library communications about materials. Courtesy and overdue notices will be emailed to:
 - Students via student@go.tarleton.edu accounts.
 - Faculty and Staff via their assigned Tarleton email account.
 - Non-Tarleton patrons via the email address they provided. (It is up to the patron to notify the library of email address changes.)
- Items overdue for 90 days are subject to full replacement charges.
- Tarleton users should notify the [Texan Card Office](#) and the Library immediately if they lose their Tarleton ID to prevent misuse of your account.
- Non-Tarleton users should notify the library immediately if they lose their library card.

Overdue Materials

Students:

Once overdue item(s) are returned, the fine will be processed and loaded on the Texan Bill Pay website within 24 hours. Once the bills are loaded, payments are made online through [Texan Bill Pay](#).

Faculty, staff, and affiliate members:

Make fine payments in person at the Circulation Desk. We accept cash, check, or Texan Buck payments.

Damaged Items

The borrower is responsible for all material checked out on their account and should point out any noticeable damage to circulation staff before checking them out. Borrowers who

return library items that are damaged will be assessed a service charge based on the cost of repairing the item. If the item cannot be repaired, the "Lost Material" replacement charge will apply. Charges will vary and payment is the responsibility of the user.

Lost Items

For material not returned after 90 days, the user will be billed the current replacement cost plus a \$10.50 nonrefundable processing fee for each item. Materials reported lost and paid for and subsequently recovered and returned to the library within thirty (30) days are eligible for a refund. The processing fee will be retained in all cases. Refund checks will be mailed to the user within 14 business days.

Fine Appeals

If a patron wishes to appeal a library fine, they must first stop by the Circulation Desk and speak with a supervisor. Make an appointment at 254-968-9450 or mylibrary@tarleton.edu. If an agreeable resolution cannot be reached, the user may officially appeal the fine by submitting an [Appeal Form](#) to the Manager of Access Services.

The written appeal must include patron name, Tarleton ID number, telephone, email, and current mailing address. In addition, the user must explain why they believe the charge(s) should be reduced or waived. The user will receive the appeal decision determined by the Manager of Access Service in writing via their official university email account within 7 days of receipt.

If unresolved, the user may request that their appeal be forwarded to the Dean of University Libraries. The decision of the Dean will be final. A full explanation of the final decision will be provided in writing via official university email account within 7 days of receipt.

Possible outcomes:

- It is decided that the user is in error and the charges must be paid;
- It is decided that the library is in error and the charges will be withdrawn; or
- It is decided that the patron is in error but charges should be reduced or waived due to special circumstances.

While appeals are handled on a case-by-case basis, the following are not generally regarded as valid reasons for canceling or reducing library charges:

- lack of knowledge of library rules or the amount of charges
- being too busy to return items
- allowing others to borrow materials on your account which are returned late or lost

- being out of town
- uncertainty about the due date
- failing to receive an overdue notice
- failing to read e-mail notifications

User Types with Check-Out Privileges Matrix

User Types	Account Expiration Periods	Checkout Limit
Students	End of Semester	20 items
Staff	Length of Employment	20 items
Faculty	Length of Employment	50 items
Retirees	Lifetime	5 items
Alumni	Current TAA Membership (Dues paid to TAA)	5 items
Friends	Current Friends Membership (Dues paid in Dick Smith Library)	5 items
REU (Research Experiences for Undergraduates)	Duration of Program Participation	5 items
SSC Service for Education	Length of employment (annual registration required)	5 items
TexShare	Current TexShare Card (Expiration varies by issuing library)	5 items
Texas A&M Sys. Fac.	Current University ID (By semester)	5 items
Teacher Mentors	Duration of Program Participation	5 items
Upward Bound	Duration of Program Participation	5 items

Collections, Loan Periods, and Fines Rates Matrix

Collection	Students/Staff	Faculty	Non-Tarleton	Fine Rate
General Stacks	28 days	Full Semester	28 days	\$0.10/day
A/V Materials (Audiobooks/CDs/Slides)	28 days	Full Semester	28 days	\$0.10/day
PreK-12 Textbooks	28 days	Full Semester	7 days	\$0.10/day
Juvenile Literature	7 days	Full Semester	7 days	\$0.10/day
DVDs/Blu-Rays	7 days	Full Semester	7 days	\$0.10/day
Maker Spot items	7 days	7 Days	Library Use Only	\$2.00/day

3D Models - (limit 2)	7 days	7 Days	7 days	\$2.00/day
Laptops*	4 hours	4 hours	N/A	\$15/hour
Rooms*	Varies by room	With Permission	With permission	\$5.00/hour
Reserve - In House Use Only*	2 hours - Library Use Only	With Permission	Library Use Only	\$2.00/hour
Reserve - Overnight - 7 days*	Varies by item	With Permission	Library Use Only	\$2.00/day
Limited	Library Use Only	With Permission	Library Use Only	\$0.10/day
Reference	Library Use Only	With Permission	Library Use Only	N/A
Periodicals (Current Issues)	Library Use Only	24 hours - Current	Library Use Only	N/A
Periodicals (Bound Volumes)	Library Use Only	28 days - Bound	Library Use Only	N/A
Interlibrary loan materials	Varies by item	Varies by item	N/A	\$1.00/day

*Due to high demand for items, these materials have proportionately higher overdue fines.