

Access, Loans, and Fees

Approved by SWAU's Library Advisory Committee, August 2, 2006

All students, faculty and staff of SWAU are automatically granted borrowing privileges at Chan Shun Centennial Library. First-time library users, whether new students, faculty or staff, will be asked to provide contact information in order to be entered into the library's system. Patrons must present a valid SWAU ID to check out materials.

Loan Periods

Reference materials, some reserves, and journals remain in the library.

Books from the [MAIN] Collection

Students and Community	3 weeks
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Students have a static due date at the end of each semester. All items are due back by the time finals are ended.

ADP students	2 months
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Faculty	Through the end of the current semester
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E.G. White Books, Curriculum Items, Music CDs, and Vertical File Items

Students and Community	1 week
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ADP students	3 weeks
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Faculty	3 weeks
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Videos and DVDs

Students and Community	3 days
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ADP students	3 days
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Faculty	3 weeks
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Reserves

All students	Time allocated to item (2 hours, 3 hours, 1 day, or 3 days)
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Faculty	3 weeks
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Circulation of Reserve Items

SWAU students, faculty or staff members may check out reserve items, using SWAU ID cards. Restrictions such as "Library Use Only" may have been placed on the items by faculty, and are to be observed. Reserve materials are to be returned to the circulation desk, not the book drop. Late fees will be charged for reserve items that are returned late.

TexShare Cards

TexShare cards, which grant circulation privileges at all participating Texas academic and public libraries, are available to all SWAU faculty and students with a current SWAU ID. Applications for TexShare cards will be created by the library's Public Services staff. TexShare cards issued to on-campus students are valid for one semester. Faculty, staff and ADP cards are valid for one year from date of issue.

Patrons from TexShare member libraries will receive SWAU library community cards, which will be renewed for the duration of their valid TexShare card.

Overdue Notices and Late Fees

Overdue notices are sent every Thursday. Late fees not paid by the end of each month will be put on the student's bill. Community patrons are required to pay their fines before checking out any additional material. Replacement fees will be charged for materials not returned within the semester of loan; however, this fee will be waived if the item is returned, and has not yet been replaced. Any late fees incurred for overdue interlibrary loan items will be passed on to the borrower. Items that are checked out on an hourly basis instead of a daily basis acquire overdue fees for every hour they are overdue. Patrons are responsible for damages they have caused to library material(s). Patrons may be charged for misuse, vandalism, or any other destruction of library material(s).

Online Access to Patron Library Accounts

Patrons may set up an online account within the library's system to view their loan history, review the items they currently have checked out, renew materials, and request that holds be placed on materials currently checked out to other patrons. Items may be renewed online once. At the end of the renewal time the item must be returned. Staff at the circulation desk will assist patrons in creating these accounts.

Public Access Photocopiers

The library maintains two copiers for general public use: one on first floor and one on third floor. These copiers are activated by copy cards, which can be purchased at the circulation desk. Patrons assume responsibility for ensuring that their photocopies are copyright compliant. An additional photocopier is housed on first floor, and is limited to faculty, staff, and administrative users.

MicroGarden Computer Lab

The MicroGarden, on the first floor of the library, serves as the campus's main computer lab. This facility is restricted to SWAU students and faculty. Access requires a campus username and password. Information Technology Services maintains and creates these user accounts. A student assistant assigned to the MicroGarden will take care of printer problems and answer basic computer use and research questions.

Public Use Laptops available at the Library

The library has a number of laptops that can be checked out for three hour time intervals for use in the building only. These laptops can be checked out by any individual who meets the following criteria: is 18 years of age or older, has a valid photo I.D., and is in good standing with the library. Library personnel can install additional software on the laptops upon request, and upon approval.

Wireless Cards

The library has some wireless cards that can be used with laptops with a free PCMCIA slot. These cards can be used with library laptops to access the Internet. They work with most laptops. The wireless cards can be checked out to anyone who is 18 years of age or older, has a valid photo I.D., and is in good standing with the library. The wireless cards may not leave the library.

Public Access Computers

The library maintains seven public access computers that grant access to the library's catalog and subscription databases: four on first floor (two on either side of the stairwell); one on second floor near the restrooms; and two on third floor near the copy machine. The computers on the upper levels are password protected. These stations are for library research only. Out of courtesy to others patrons are asked to limit their time to about 15 minutes at these stations. In the event of special needs patrons should talk to the circulation personnel.