

## Roberts-LaForge Library Guide to Circulation Services

Telephone: 662-846-4430  
<http://library.deltastate.edu>

Sunday	2:00pm - 10:00pm
Monday-Thursday	7:30am - 10:00pm
Friday	7:30am - 4:00pm
Saturday	CLOSED

Interim and Holiday hours will be posted.

**Circulation Desk services are available until fifteen (15) minutes prior to library closing.**

### CIRCULATION POLICIES

#### Identification

A currently validated university ID card must be presented to the Circulation Desk staff in order to check out books.

#### Loan Periods

<u>Item Type</u>	<u>Loan Period</u>	<u>Fine</u>
Books	3 weeks	\$.30
Gov't Documents*	7 days	\$.30
Vertical File	7 days	\$.30
Reserves	In library-2 hr limit	\$.50
Reference Books	In library use only	
Periodicals	In library use only	

\*Some Gov't Documents do not circulate. Check with a Reference Librarian.

#### Fines

Any library material that is kept past the due date is subject to a fine. Fines for books, government documents and vertical file materials accrue at the rate of \$0.30 per day, per item, for each day the item is overdue. Fines for reserve materials accrue at the rate of \$0.50 per hour, per item. Current fines can be paid with an Okra Kard or purchased Guest Card. Unpaid fines will be billed to DSU student accounts on or after the fifth (5<sup>th</sup>) day of each month. After fines have been billed to students' university accounts, students must pay online through DSU Online Services. The Library and IRC cannot collect fines that have been transferred to Student Business Services. Non-DSU patrons will always pay at the Library or IRC.

#### Renewals

Renewals are granted provided there are no other patron requests for the library material. Renewals are available at the Circulation Desk, by telephone at 846-4430, and online. You will need your Library PIN to renew your materials online. Library PINs are given to patrons at the Circulation Desk. After the second renewal, the actual item must be presented at the Circulation Desk to be re-checked.

#### Recall Policy

Library books are subject to recall after they have been checked out for ten (10) days. If a book is recalled, the Circulation staff will assign a new due date and will notify the patron by email. Fines will be assessed on recalled items that are not returned by the new due date.

### Lost Materials

Books that are declared lost or kept at least thirty (30) days beyond the due date will be billed for **the cost of the book, plus an \$18.00 processing fee, plus the accrued fine.** If the book is found and returned, the cost of the book will be refunded. The accrued fine will be charged. Maximum fine is \$10.00 per item for most materials.

Cost of lost vertical file materials and government documents will be assessed by the Reference Department.

### Damaged Materials

Charges for damaged items are assessed. Extensive damage may require full replacement of the item.

### Security

All library materials are protected by the library's security system. Materials that are not properly checked out will activate the security alarm located at the library exit.

### CIRCULATION SERVICES

#### Reserves

A list of materials that each professor has placed on reserve is available at the Circulation Desk. Reserve materials are checked out through the Circulation Desk and must be used in the library. Selected reserve materials are available electronically through the Library Catalog.

#### Photocopy Machines

Photocopy machines are available in three locations:  
**1<sup>st</sup> Floor** - Reference Department and IRC  
**2<sup>nd</sup> Floor** - near the Serials/Interlibrary Loan desk  
The charge is \$0.10 per page. Photocopiers **do not** accept cash – only Okra Kards and purchased Guest Cards.

#### Holds

Requests to place a hold on a book that is currently checked out may be given to the Circulation Desk staff. Patrons will be notified by mail when the item has been returned and is available for check-out.

#### Dancing Rabbit Library Consortium

DSU borrowers in good standing may request a Dancing Rabbit Library Consortium Borrowing Card. This card will enable users to obtain borrowing cards at most libraries in Northwest Mississippi.

#### Pay-For-Print

Printing costs \$0.10 per page and must be paid for with an Okra Kard or Guest Card.

#### Guest Cards

DSU students, faculty and staff may use their Okra Kard (Okra Green Anywhere funds) to pay for printing, fines, and photocopying. If you do not have an Okra Kard, you may purchase a Guest Card for \$1.00 at the Card Value Center located in the Reference Department. Value must be added to the Guest Cards and Okra Kards before they can be used.