

James J. Shea Sr. Memorial Library
American International College
1000 State Street
Springfield, MA 01109
413-205-3225
www.aic.edu/library

Circulation Policies

Eligible Borrowers

Borrowing privileges are extended to:

- AIC students, faculty, staff, and alumni/ae who possess valid AIC identification.
- Students, faculty, and staff of CCGS (Cooperating Colleges of Greater Springfield) who possess proper identification from their home institutions.

CCGS Colleges are:

Bay Path College
Elms College
Holyoke Community College
Springfield College
Springfield Technical Community College
Western new England College
Westfield State College

- C/W MARS (Central/Western Automated Resource Sharing) patrons who are at least 18 years of age (these patrons may use the cards of their home libraries to borrow materials)
- Visitors will be registered at the discretion of the library director or professional librarians.

Library cards issued to AIC and CCGS borrowers expire on the last day of finals each semester. AIC faculty and staff library cards are valid for one year. Expired cards may be renewed at the library circulation desk. Patrons whose library cards have expired must have their records updated in order to continue to use remote access to AIC's electronic databases.

Loan Periods

Library materials are checked out to patrons with AIC or C/W MARS library cards using an automated circulation system. The loan periods for library items are as follows:

General Collection:

- ❖ Books: 28 days
- ❖ Videos/DVDs: 1 week
- ❖ Daily newspapers and current popular journals kept at the circulation desk :
Two hours in-library use
- ❖ Headphones: One day in-library use

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Loan Periods (cont)

Education Resource Center:

- ❖ Juvenile fiction and nonfiction: 28 days
- ❖ Textbooks: 28 days
- ❖ WAIS / WISC kits: Current semester's last day of classes (for eligible AIC students only)
- ❖ Other Psychology tests: One week (for eligible AIC students only)
- ❖ Education manipulatives: Two weeks (checked out in the ERC to AIC students only)

Reference books, periodicals, and newspapers do not circulate.

Materials from the archives, including yearbooks, college catalogs, and back issues of the college newspaper, are to be used in the library only.

Materials in the Art History collection are to be used in the library only.

Borrowing Limits

Undergraduate students and all other non-AIC patrons may borrow up to 10 books from the circulating collection at a time. Graduate students may borrow up to 25 books at a time. Members of the AIC faculty and staff may borrow up to 50 items.

All items checked out to faculty and staff are due back on the last day of finals for the semester when they checked out the items.

Patrons are limited to 10 C/W MARS holds placed on their record at a time.

Eligible AIC students are limited to borrowing two psychological tests at a time, and up to five educational manipulatives at a time.

Renewals

Items from the circulating collection may be renewed once, unless another patron has requested them. Renewals may be done in person, by phone, or online through the library catalog.

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Overdue, Lost, and Damaged Items

Overdue fines for most items from the circulating collection are \$0.20 per item per day. Materials are considered lost when they become 28 days overdue. They are assessed replacement fees of \$45.00, or the costs of the books if the purchasing price was greater than \$50.00. A \$5.00 processing fee is also applied.

Damaged items are treated with the same replacement fees as lost books.

Patrons who accrue \$10 or more in fines or replacement costs are refused borrowing privileges.

AIC students must settle all delinquencies with the library before graduation. Official AIC transcripts may be withheld if fees are not cleared.

Overdue fines for Psychology and Education Test kits are \$1.00 per day. The minimum replacement cost is \$45.00 plus a \$5.00 processing fee.

Faculty Reserve Collection

The faculty reserve collection is located behind the circulation desk. It is comprised primarily of faculty-owned items including books, journal articles, videos, and other materials provided by faculty members.

These instructors determine whether the loan period for their materials will be two hours, one day, or three days.

Two-hour reserves must be used in the library only, while one- and three-day reserves may leave the library for 24 and 72 hours respectively.

Patrons are limited to borrowing three reserve items at a time.

Reserves are not renewable.

Overdue fines for hourly reserve materials are \$1.00 per hour late per item.

Overdue fines for daily reserve materials are \$1.00 per day late per item.