

# CHANCELLOR FOR COMMUNITY COLLEGES

## MEMO

**CCCM #11100** (February 1, 1994)

SUBJECT: Community College Library Circulation Policy

A. References:

1. Board of Regents Policy Manual, Section 5-4b, "Library."
2. Board of Regents Policy Manual, Appendix 7.6c, "Rules and Regulations Governing Delinquent Financial Obligations Owed the University of Hawaii."
3. Hawaii Revised Statutes, Section 78-12, "Salary Withheld for Indebtedness to the Government".
4. Hawaii Revised Statutes, Section 312-3.5, "Detention of Books and Other Public Library Materials; Penalty".

B. Background and Purpose:

This policy was developed in consultation with the campuses and the Library Council to ensure equity among the Community College libraries in implementing University of Hawaii Community College policy.

Additionally, this document provides guidelines for developing campus-specific library circulation policies when special conditions require.

C. Responsibilities:

1. Chancellor for Community Colleges:
  - a. Issues general Library Circulation and Fining Policy (see Appendix A).
  - b. Issues Library Community Services Policy (see Appendix B).
  - c. Issues systemwide guidelines for developing campus-specific library circulation policies, when special conditions require.
2. Provost: Within established policies and procedures, including the general Library Circulation and Fining Policy, and in consultation with the campus head librarian, develops and issues campus-specific library policies, when special conditions require.

D. Guidelines for Campus-Specific Circulation Policies:

Campus-specific library policies, with an accompanying updated schedule of fines and fees, will be published and available at each campus and will include the following provisions:

1. Statement of purpose
2. Delegation of authority
3. Definitions
4. General policies and regulations
5. Lending policies: the collection
6. Lending policies: borrowers
7. Lending policies: borrowing periods
8. Overdues and fines
9. Notices and service fees
10. Lost books
11. Unsettled accounts
12. Hearings
13. Sanctions, including those for theft and mutilation of library materials.

E. Revisions: CCCM #11100 dated September 8, 1981.

Joyce S. Tsunoda  
Chancellor for Community Colleges

Attachment

**UNIVERSITY OF HAWAII COMMUNITY COLLEGE  
LIBRARY CIRCULATION AND FINING POLICY**

**Section 1. Statement of Purpose**

These rules and regulations provide for the orderly return of books borrowed from the Library so that the Library can meet the needs of its users as efficiently as possible.

**Section 2. Delegation of Authority**

The Board of Regents at the May 16, 1974 meeting approved the following delegation of authority:

- (a) That the Board of Regents delegate to the President (who may in turn delegate to Chancellors and Provosts as applicable) the authority to establish rules and regulations pertaining to borrowing periods for library materials on their respective campuses.
- (b) That the Board of Regents delegate to the President the authority to establish fines and the assessment of other costs in connection with delinquent or non-return of library materials on all the campuses.
- (c) The foregoing delegation of authority shall provide for a minimum of two notices of delinquency in the return of library materials. Thereafter, the campus administration shall take appropriate and timely steps to have the fine or assessment withheld from the salary of the employee-borrower as prescribed in Section 78-12, Hawaii Revised Statutes, and in the case of nonemployee-borrower subject to the collection procedures as may be prescribed by law.

**Section 3. Definitions**

The following terms shall have the following meanings:

- (a) "Board" refers to the Board of Regents.
- (b) "University" refers to all campuses of the University of Hawaii System (e.g., Manoa, Hilo, Community Colleges, etc.).
- (c) "Community Colleges" refers to all campuses of the University of Hawaii Community College System.

- (d) "Library" refers to the collections and facilities housed in the libraries of the University of Hawaii Community College System.
- (e) "Librarian" refers to each campus library director, and authorized designees.
- (f) "Books" refers to all the various media which constitute the library collections.
- (g) "Overdue" refers to any book which is not returned by the hour or day stamped in the book or on a flag accompanying the material.
- (h) "Students" refers to any full-time or part-time student enrolled in the Community Colleges, unless otherwise specified.
- (i) "Staff" refers to individuals working for the University but not appointed by the Board of Regents.
- (j) "Board of Regents appointees" refers to those individuals appointed by the Board of Regents. They are hereafter referred to as BOR appointees.
- (k) "Mailed" means that the notice was deposited in the Campus Mail or the U.S. Mail to the last known address. The date the notice is "mailed" will be on the notice from the Library.
- (l) The singular shall include the plural.

#### **Section 4. General Policies and Regulations**

The following general policies and regulations are in effect:

- (a) The hours the Library is open shall be posted at the entrance to the Library. The various units of the Library shall have the hours they are open posted near their entrances. The library hours may be posted in additional places as designated by the Librarian. Information on library hours may also be obtained by calling the Reference and the Circulation Desks.
- (b) Books shall be returned to the Library at designated points, generally to the place from which they were borrowed.
- (c) To borrow a book the borrower must present a valid Community College or University library card.
- (d) The University of Hawaii Community College Library Circulation and Fining Policy, with the schedule of fines, including "lost book" charges, shall be available for review at the Circulation Desk.



- (e) Electronic book theft detection devices are in place. However, when a person leaves the Library, books and the contents of any briefcase or carrying case may be inspected. This is to allow the Library to maintain open stacks and ready access to the collection without undue loss of books.
- (f) A book that has been checked out may be recalled for a patron after the borrower has had the book for 14 calendar days, except when the book is needed by the Reserve Book Room. In that case the recall will be sent out immediately.
- (g) Records of borrowing transactions and other records identifying the names of library users with specific material will be maintained in a confidential manner.

### **Section 5. Lending Policies: The Collection**

The books in the Library are categorized as circulating or non-circulating at the discretion of the Librarian.

- (a) Circulating books can be identified by the charge slip in the book which states the due date.
- (b) Non-circulating books consist of certain entire categories of material designated as such, reference books, periodicals, microforms, and all other books which are specially marked or otherwise designated as non-circulating.
- (c) If for any reason an individual is unsure of the circulating status of a book or its loan period, clarification should be sought at the Circulation Desk or the Reference Desk.
- (d) The Librarian may change the circulating status or loan period of a book.
- (e) The Librarian may make exceptions to the circulating status or loan period of a book.

### **Section 6. Lending Policy: Borrowers**

- (a) Students, BOR appointees and staff of the University have borrowing privileges. Community members may apply for borrowing privileges.
- (b) All borrowers must be registered with the Library and have a valid Community College or University library card. Cards for University-affiliated borrowers will be automatically invalidated when the University affiliation is dissolved.
- (c) Each borrower is responsible for all books borrowed with a library card and will be assessed replacement costs and handling fees if a book is lost.

### **Section 7. Lending Policy: Borrowing Period**

The borrowing period will be indicated in or on the book at the time of check out.

- (a) The general circulating collection consists of books which have a 28-day loan period. Certain restrictions apply to other materials and to special borrower groups.
- (b) Books from the general circulating collection may be borrowed by BOR appointees with due dates three times a year.
- (c) All books are subject to recall.

### **Section 8. Overdues and Fines**

- (a) A complete schedule of fines shall be available at the Circulation Desk. Reserve books and other high use books may be charged at a higher rate.
- (b) Recalled books will be due on the date indicated on the recall notice and overdue charges will accrue after that date.
- (c) A maximum fine will be set per book. When the fine reaches the maximum, the book will be assumed lost. When the book is assumed (or reported) lost, the borrower will be charged the replacement cost of the book plus any handling charge or service fees incurred.
- (d) The Librarian may waive, adjust or refund any charges.

### **Section 9. Notices and Service Fees**

Notices will be mailed to borrowers who have overdue books or outstanding debts. A service fee may be charged when the Library sends such a notice. Upon the return of an overdue book, the patron is notified of the accrued fine and accompanying service fees. The Library will send notices according to the schedule posted at the Circulation Desk.

### **Section 10. Lost Books**

- (a) When a book is assumed or reported lost, the borrower will be notified and charged the replacement cost of the book plus a handling charge as well as any service fees incurred.



- (b) The replacement cost of the book will be determined in the following manner:
  - (1) Titles are priced as listed in the library's bibliographic sources, or knowledge of prevailing prices.
  - (2) The determination by the Librarian of the price of the book is final.
- (c) The lost book bill will include the cost of the book plus any handling charge or service fees incurred.
  - (1) If the book is returned within six months, the replacement cost of the book may be refunded or removed from the bill.
  - (2) Handling and billing charges and any service fees will not be refunded or removed since the Library incurred costs in processing the lost book transaction.
  - (3) Payments for lost books, service fees, handling charges, etc., will be deposited in the Library Special Fund.
  - (4) The Librarian may waive, adjust or refund any charges.

### **Section 11. Unsettled Accounts**

An account shall be considered unsettled if it remains unpaid after an invoice has been mailed to the borrower. For all unsettled accounts which show any outstanding debts/fine, the following steps will be taken:

- (a) For students:
  - (1) An invoice will be mailed to the borrower.
  - (2) If the account remains unpaid or satisfactory settlement is not reached after the invoice is mailed, the Library will submit the account to the Business Office for application of sanctions.
  - (3) Registration for future semesters will not be permitted until a library clearance is obtained.
  - (4) Graduation certificates or degrees and/or transcripts will not be issued until a library clearance is obtained.
- (b) For University staff and BOR appointees, the Library will submit unsettled accounts to the appropriate University office for application of sanctions.



- (c) For community borrowers, an invoice will be sent. If no response is received, the patron will be blocked from further borrowing and legal action may be taken.

### **Section 12. Hearings**

The hearings procedures will be those governing delinquent financial obligations to the University.

### **Section 13. Sanctions**

- (a) For students, the sanctions applied by the University will be those provided by the Rules and Regulations governing delinquent financial obligations (BOR Policy, Appendix 7.6c). They will include denial of registration, transcript and/or graduation unless and until the account is settled to the satisfaction of the Library. Theft and mutilation of library books are covered by the section titled "Thefts and Mutilations of Library Materials" in the STUDENT CONDUCT CODE OF THE UNIVERSITY OF HAWAII AT MANOA as approved by the Board of Regents 3/25/70, and in BOR Policy 5-4.b.(2).
- (b) For University staff and BOR appointees, sanctions will be those established by the Faculty Handbook and/or Chapter 78-12 HAWAII REVISED STATUTES.
- (c) Other community members will be subject to fines and fees described in this document and related schedules. Further sanctions may include revocation of borrowing privileges. (See H.R.S. 312-3.5.)

**UNIVERSITY OF HAWAII COMMUNITY COLLEGES  
LIBRARY COMMUNITY SERVICES POLICY**

Unless a campus has a written policy to the contrary, the following applies:

1. A community borrower is defined as a borrower who is not a University credit program faculty, staff, or student.
2. A community borrower must be:
  - a. a permanent resident of the county
  - b. at least eighteen years old, except at community colleges where high school students who meet established criteria are given borrowing privileges
3. Community borrowers are afforded the same privileges as campus borrowers except for the following:
  - a. may not borrow reserve books, periodicals, videotapes, films, and audio-cassettes
  - b. may not receive interlibrary loans
  - c. may have varying loan periods
  - d. may not be provided library orientation tours
  - e. may not be given classroom bibliographic instruction
4. A community library card will be valid only at the issuing campus.
5. Community borrowers must abide by the borrowing policies and procedures of each campus.

(February 1994)

**UNIVERSITY OF HAWAII  
COMMUNITY COLLEGE LIBRARIES  
SCHEDULE OF FINES AND FEES**

This schedule was set by the Community College Library Council to establish greater consistency of service in the Community College libraries, and accompanies the University of Hawaii Community College Library Circulation and Fining Policy (Appendix A of CCCM #11100). Terms in this schedule are used as defined in the Policy.

The Council recognizes the assessment of fines and fees as a fair method to better assure that users will have equal access to library materials because fines act as a deterrent to circulation abuses, and instill in users a respect and sense of value for library materials. The Council also determined that revenues from fines and fees will be used to support and improve library services, in keeping with H.R.S. 304-8.93. Library users who fail to pay assessed fines and fees will be subject to the sanctions specified in the Policy.

**OVERDUES**

1. Normal Overdue Fines: \$.25 per day per item.
2. Reserve Overdue Fines: \$.50 per day per item.

**REPLACEMENT COSTS**

Charges will be assessed for lost books to help cover the costs of replacing those materials.

1. The charge for a lost book will be the original cost of the book, when that cost can be determined by the library.
2. If the original cost of a lost book is unknown, a charge of \$40.00 will be levied.

**HANDLING CHARGE**

A fee of \$10 will also be assessed for each lost book to cover the cost of ordering, cataloging, and processing replacements.

**LOST LIBRARY CARDS**

A fee of \$5 will be charged for replacing lost library cards to cover the cost of materials and processing.

