

Essex County College College Regulation

REG 6-3 LIBRARY CIRCULATION POLICY FOR FACULTY & STAFF

Purpose:

To establish a library circulation policy for Essex County College Personnel.

Application:

1. Borrowing

- (a) Personnel, (faculty, staff and administrators) may charge out books for a full semester or term, or any part thereof. If a book is checked out by faculty and staff for a full semester or term and is requested by a patron, librarians will contact the faculty or staff member to determine continued need for the material and make alternative arrangements on behalf of the patron.

2. Overdue books

- (a) Books which have not been returned by the posted due date will accrue a fine and service charge as determined by Administration, for each day the library is open up to a maximum charge equal to the replacement cost of the title and an additional service charge.

Responsible Official(s):	Reference: <i>N.J.S.A. 18A:64A-12(o)</i>
Regulation History: App. 10/87, 10/01; 07/02, 12/10, 7/11, 3/17	Attachment(s):